

Dear Applicant:

Thank you for your interest in employment with our organization. The application you are about to complete is taken very seriously in our organization and must be filled out accurately and in its' entirety. Please pay special attention to the following areas:

Education: Please populate all areas requested accurately; include city and state of school.

Employment: Please indicate exact dates of employment for each employer you record. City and state is critical information to include.

Business References: Please complete all areas requested, address, business, current telephone number, and relationship

Authorization /Release: Please read this page and each question carefully, complete all information requested accurately and honestly.

If you are offered a position, as a part of our employment process, your application will be forwarded to an outside company contracted to conduct complete background checks on all new employees. A complete background check includes verification of previous employment, education, licensure, if applicable, and criminal activity. The integrity of the information you provide on the employment application is vital to a successful relationship with our organization. Falsification of any information provided can result in termination of employment.

Additionally, as part of our employment process, all new hires are subject to a pre-employment drug screening. Continued employment is contingent upon receiving negative test results from the drug screening. Details regarding this process will be shared with you later.

Thank you in advance for your cooperation.