

TAJJ Enterprises, LLC dba Paladin Express Services Application For Employment

General Information

Last Name

First Name

MI

Social Security #

Home Tel. No. (Including Area Code)

Alternate Contact No. (Including Area Code)

Addresses (List all addresses at which you lived during the past 5 years)

Current Address (street) (city) (state) (zip) (From – To)

Previous Address (street) (city) (state) (zip) (From – To)

Previous Address (street) (city) (state) (zip) (From – To)

Previous Address (street) (city) (state) (zip) (From – To)

Previous Address (street) (city) (state) (zip) (From – To)

Are you 18 years old or over? Yes _____ No _____ If no, do you have a work permit? Yes _____ No _____

Are you legally authorized to work in the United States? Yes _____ No _____

Note: If you are hired, you will be required to comply with the verification provisions of the immigration act as a condition of employment.

Have you ever been convicted of a felony? (Don't include convictions that have been sealed, expunged, or statutorily eradicated.) Yes _____ No _____

If yes, explain using the space below

U.S. Military Service

Have you ever served in the Armed Forces Yes _____ No _____ If yes

Branch Of Service

Date of Entrance

Date and Type of Discharge

Final Rank

Honorable Discharged Yes _____ No _____
If No, explain below

Please indicate any specialized, training, work experience, or certificates obtained while serving in the Armed Forces:

Are you a member of the Reserves or National Guard? Yes _____ No _____
Branch _____

Position Desired

Position Desired

Date Available

Full Time _____ Part Time _____ Temp. _____ Summer _____ Internship _____

How did you here about Paladin Express Services?

Advertisement _____ Agency _____ Employee Referral _____ Other _____

Have you previously applied for a position with Paladin?

Yes _____ No _____ If yes, give date _____

Skills

If applicable to the position for which you are applying, indicate knowledge of the following skills:

____ Shorthand _____ PC _____ MS Access

____ Typing _____ Excel _____ MS-DOS

____ File Maker Pro _____ MS Word _____ MS Power Point

Explain any other skills and/or list additional skills, aptitudes, or educational courses/degrees you have which you feel could qualify you for the type of work you seek with Paladin.

Employment History

Present or most recent Employer Telephone _____

Address Supervisor's Name _____

May we contact Yes _____ No _____ If no, specify reason _____

Employed From _____ To _____ Position Held _____

Starting Salary _____ Ending Salary _____

Reason For Leaving _____

Previous Employer Telephone _____

Address Supervisor's Name _____

May we contact Yes _____ No _____ If no, specify reason _____

Employed From _____ To _____ Position Held _____

Starting Salary _____ Ending Salary _____

Reason For Leaving _____

Previous Employer Telephone _____

Address Supervisor's Name _____

May we contact Yes _____ No _____ If no, specify reason _____

Employed From _____ To _____ Position Held _____

Starting Salary _____ Ending Salary _____

Reason For Leaving _____

Previous Employer Telephone _____

Address Supervisor's Name _____

May we contact Yes _____ No _____ If no, specify reason _____

Employed From _____ To _____ Position Held _____

Starting Salary _____ Ending Salary _____

Reason For Leaving _____

Educational Background

High School _____ Location _____	Attended From _____ To _____ Graduate Yes _____ No _____
College/University _____ Location _____ Degree _____	Attended From _____ To _____ Graduate Yes _____ No _____
Other Education _____ _____ _____ _____	

References

_____ Name	_____ Address
_____ Tel. Number	_____ Relationship
_____ Name	_____ Address
_____ Tel. Number	_____ Relationship
_____ Name	_____ Address
_____ Tel. Number	_____ Relationship
_____ Name	_____ Address
_____ Tel. Number	_____ Relationship

I have read and understand the following:

In the event that you are offered and accept employment with Paladin Express Services you will be required to be drug tested, and asked to sign a non-disclosure agreement regarding the company's proprietary and confidential information. Paladin reserves the right to change this form, regulations, and policies at any time without notice.

Signature in ink

Date

Consent for Background Check (Please read carefully before signing)

In the event that you are offered and accept employment with Paladin you will be required to undergo a background check.

As a condition to an offer of employment, I give permission for and consent to Paladin to conduct a complete background check that will include:

- 10 year employment check
- 10 year criminal check
- Credit check (Provided under the Consumer Credit Protection Act [15 U.S.C., 1681])
- Driving record
- Education / Professional licenses

This permission applies only to a background check conducted as part of this application process. I understand that Paladin will use due care to assure the reasonable accuracy of all procedures, and that Paladin will further use due care to restrict dissemination of results of such reports to personnel having a lawful right to the same, including persons who have a bona fide need to know the same in the course of administering Paladin’s human resources functions.

I agree that refusal to submit to a background checks, or an unsatisfactory background check will make me ineligible for employment by Paladin for a period of twelve months from the date of refusal or the date of the unsatisfactory report, as applicable. I release Paladin, its employees and agents and the reporting institutions from any liability which may arise from the administration of such reports or from any denial of employment based on the findings of such reports.

I understand that Paladin reserves the right to change such rules, regulations, and policies at any time.

Date of Birth _____ Drivers License # _____ State _____

Consent for Drug Testing (Please read carefully before signing)

As a condition to an offer of employment, I give permission for and consent to those tests which are lawful and which Paladin has determined to be reasonable to detect the presence of controlled substances or illegal drugs in my body

This permission applies only to testing conducted as part of this application process. I understand that Paladin will use due care to assure the reasonable accuracy of all procedures, and that Paladin will further use due care to restrict dissemination of results of such tests to personnel having a lawful right to the same, including persons who have a bona fide need to know the same in the course of administering Paladin’s human resources functions.

I agree that refusal to submit to such tests or testing positive or will make me ineligible for employment by Paladin for a period of twelve months from the date of refusal or testing, as applicable. I release Paladin, its employees and agents and the testing institutions from any liability which may arise from the administration of such tests or from any denial of employment based on the findings of such tests.

I understand that Paladin reserves the right to change such rules, regulations, and policies at any time.

I CERTIFY THAT I HAVE READ/UNDERSTAND THE ABOVE EMPLOYMENT CONDITIONS.

Signature in ink

Date _____

Equal Opportunity Data Record

(Submission of this information is voluntary.)

Paladin Express Services is an equal opportunity employer. Qualified applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, or unrelated medical conditions or disability. As an equal opportunity employer, we comply with all relevant government regulations and affirmative action responsibilities. Solely to help us with equal opportunity record keeping, reporting, and other legal requirements, please fill out this Data Record.

Last Name	First Name	Middle Initial	Sex
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Check one only (If you belong to more than one group, select the one that is most appropriate)

<input type="checkbox"/> WHITE (Not of Hispanic origin)	<input type="checkbox"/> ASIAN/PACIFIC ISLANDER	
<input type="checkbox"/> BLACK (Not of Hispanic origin)	<input type="checkbox"/> HISPANIC	<input type="checkbox"/> AMERICAN
<input type="checkbox"/> INDIAN/ALASKAN NATIVE	<input type="checkbox"/> OTHER	

Signature in ink

Date _____

Definitions of Federal Government Classifications:

WHITE

(Not of Hispanic origin) – All persons having origins in any of the original Peoples of Europe, North Africa, or the Middle East

BLACK

(Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

ASIAN or PACIFIC ISLANDER

All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Pakistan.

AMERICAN INDIAN or ALASKAN NATIVE

All Persons having origins in any of the original peoples of North America, and who maintain cultural identifications through tribal affiliation or community recognition.

HISPANIC

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.