



## EMPLOYMENT APPLICATION FORM

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE	<i>Please Mail Completed Application to:</i> <b>40W201 Wasco Road, Suite D, St. Charles, Illinois 60175</b> <i>Applications may be faxed to 630-587-0475</i>	OFFICE USE ONLY  Received: Reviewed:
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<b>PERSONAL INFORMATION</b>											
PLEASE COMPLETE PAGES 1-5.						Date _____					
Name _____											
<i>Last</i>		<i>First</i>			<i>Middle</i>						
Present Address _____											
<i>Number</i>		<i>Street</i>			<i>City</i>		<i>State</i> <i>Zip</i>				
How long at current address? _____ Years _____ Months											
Home Phone _____ Cell Phone: _____ Email: _____											
Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No    If "YES", can you provide proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No. <i>Proof of eligibility will be required if hired.</i>											
Position Applied for _____					Days Available to Work						
					Sun	Mon	Tues	Wed	Thur	Fri	Sat
How many hours can you work weekly? _____											
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL OR PART-TIME											
When would you be available to start work? _____											

<b>EDUCATION</b>			
TYPE OF SCHOOL	NAME OF SCHOOL	YRS COMPLETED	MAJOR/DEGREE
High School			
College			
Business/Trade School			
Professional School			
Other			

**MILITARY BACKGROUND**

Have you ever been in the armed forces?  Yes  No

Are you currently a member of the National Guard?  Yes  No

Specialty \_\_\_\_\_

**CRIMINAL BACKGROUND**

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying?  No  Yes *Note: A conviction record will not necessarily disqualify you from employment.*

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DRIVING RECORD**

Do you currently have a valid driver's license?  Yes  No

Type of License:  Operator  Commercial (CDL)  Chauffeur Expiration Date: \_\_\_\_\_

Have you had any moving violations during the past three years?  Yes  No If so, how many? \_\_\_\_\_

**COMPUTER SKILLS**

List all of the software packages that you are familiar with and indicate your level of expertise.

Title: \_\_\_\_\_ Novice      Expert

Title: \_\_\_\_\_ Novice      Expert

Title: \_\_\_\_\_ Novice      Expert

Title: \_\_\_\_\_ Novice      Expert

Title: \_\_\_\_\_ Novice      Expert

Title: \_\_\_\_\_ Novice      Expert

**REFERENCES (Please do not list personal references.)**

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____
Email _____	Email _____
Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____
Email _____	Email _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your consideration for employment. You may include hobbies, volunteer experience and any other activities that are relevant to the job you are applying for. Please omit any information that would disclose your race, gender, sexual orientation, age, marital status, ethnic origin, religious, or political affiliations, or disability.

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## WORK EXPERIENCE

Please list your work experience for the past seven years, beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Job Title:</b> _____				
<b>Employer:</b> _____				
<b>Address</b> _____				
<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Telephone Number</b> ____ / ____ - _____			<b>Most Recent Supervisor:</b> _____	
<b>Employment Dates:</b> _____ to _____				
<b>Reason for Leaving (<i>be specific</i>)</b>				
<b>List all positions held, duties performed, skills used/learned, advancements/promotions made while employed.</b>				
_____				
_____				
_____				
_____				

**May we contact your present employer?**    Yes    No   If "No", please explain. \_\_\_\_\_

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<b>Employer:</b> _____				
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_____				
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_____				
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_____				
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### **Equal Opportunity Employer**

Trotter and Associates, Inc. (hereinafter called "the Company"), does not discriminate on the basis of race, color, age, religion, sex/gender, sexual orientation, ancestry, national origin, military or veteran status, disability, or any other characteristic protected by applicable federal, state or local law. The Company is an equal employment opportunity employer and all qualified applicants will be given an equal opportunity for possible selection and decisions are based on job-related factors. Any complaints of discrimination will be investigated promptly and thoroughly and in a confidential manner.

You may request a reasonable accommodation to facilitate the application process, including a reasonable accommodation to enable you to participate in the interview process. Applicants requesting a reasonable accommodation will be given the same considerations as other applicants.

This Application is a questionnaire regarding possible employment. It is not an offer of employment. The Company, in the Company's sole discretion, will make a later decision as to whether or not the Company wishes to make an offer of employment to you. If there is a later decision by the Company to hire you, the Company will notify you and any later employment is "at will" which means that employment can be terminated at any time with or without cause, reason or notice.

### **Application Form Waiver**

**As indication that you have read and understood each sentence, please initial the spaces provided below.**

In exchange for the consideration of my job application by Trotter and Associates, Inc, (~~hereinafter called "the Company"~~), I agree that:

- Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,\_\_\_\_ or to confer any right to remain an employee of Trotter and Associates, Inc, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,\_\_\_\_ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.\_\_\_\_ Both the undersigned and Trotter and Associates, Inc may end the employment relationship at any time, without specified notice or reason.\_\_\_\_ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.\_\_\_\_
- I authorize investigation of all statements contained in this application.\_\_\_\_ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.\_\_\_\_ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.\_\_\_\_
- I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records (if applicable to the job), character, general reputation, and personal characteristics and mode of living.\_\_\_\_ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.\_\_\_\_

**I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE, CONSENT TO THESE STATEMENTS.**

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you for completing this application form and for your interest in our business.*



## INTERVIEWEE CONFIDENTIALITY AGREEMENT

This Agreement made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Trotter and Associates, Inc. and \_\_\_\_\_ (the "Interviewee").

1. **Confidential Information.** Trotter and Associates, Inc. proposes to disclose certain of its confidential and proprietary information (the "Confidential Information") to Interviewee. Confidential Information shall include all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, financial information and other information disclosed or submitted, orally, in writing, or by any other media, to Interviewee by Trotter and Associates, Inc. Confidential Information disclosed orally shall be identified as such within ten (10) days of disclosure. Nothing herein shall require Trotter and Associates, Inc. to disclose any of its information.
2. **Interviewee's Obligations.** Interviewee agrees that the Confidential Information is to be considered confidential and proprietary to Trotter and Associates, Inc. and Interviewee shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with Trotter and Associates, Inc. and shall disclose it only to its officers, directors, or employees with a specific need to know. Interviewee will not disclose, publish or otherwise reveal any of the Confidential Information received from Trotter and Associates, Inc. to any other party whatsoever except with the specific prior written authorization of Trotter and Associates, Inc.
3. Confidential Information furnished in tangible form shall not be duplicated by Interviewee except for purposes of this Agreement. Upon the request of Trotter and Associates, Inc. Interviewee shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.
4. **Term.** The obligations of Interviewee herein shall be effective from the date Trotter and Associates, Inc. last discloses any Confidential Information to Interviewee pursuant to this Agreement. Further, the obligation not to disclose shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against Interviewee, nor by the rejection of any agreement between Trotter and Associates, Inc. and Interviewee, by a trustee of Interviewee in bankruptcy, or by the Interviewee as a debtor-in-possession or the equivalent of any of the foregoing under local law.
5. **Other Information.** Interviewee shall have no obligation under this Agreement with respect to Confidential Information which is or becomes publicly available without breach of this Agreement by Interviewee; is rightfully received by Interviewee without obligations of confidentiality; or is developed by Interviewee without breach of this Agreement; provided, however, such Confidential Information shall not be disclosed until thirty (30) days after written notice of intent to disclose is given to Trotter and Associates, Inc. along with the asserted grounds for disclosure.
6. **No License.** Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. Confidential Information may pertain to prospective or unannounced products. Interviewee agrees not to use any Confidential Information as a basis upon which to develop or have a third party develop a competing or similar product.
7. **No Publicity.** Interviewee agrees not to disclose its participation in this undertaking, the existence or terms and conditions of the Agreement, or the fact that discussions are being held with Trotter and Associates, Inc.
8. **Governing Law & Equitable Relief.** This Agreement shall be governed and construed in accordance with the laws of the United States and the State of Illinois and Interviewee consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this Agreement. Interviewee agrees that in the event of any breach or threatened breach by Interviewee, Trotter and Associates, Inc. may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect Trotter and Associates, Inc. against any such breach or threatened breach.



9. Final Agreement. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. Only a further writing that is duly executed by both parties may modify this Agreement.
10. Non-Assignment. Interviewee may not assign this Agreement or any interest herein without Trotter and Associates, Inc. express prior written consent.
11. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.
12. No Implied Waiver. Either party's failure to insist in any one or more instances upon strict performance by the other party of any of the terms of this Agreement shall not be construed as a waiver of any continuing or subsequent failure to perform or delay in performance of any term hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

**INTERVIEWEE**

**TROTTER AND ASSOCIATES, INC.**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_