



APPLICATION FOR EMPLOYMENT

IMRE, LLC is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, sex, color, national origin, sexual orientation, age, religion, creed, physical or mental disability, familial status, marital status, veteran status, genetic information, or any other factor protected by applicable law. Applicants with qualified disabilities may be entitled to reasonable accommodation under the terms of the American with Disabilities Act. If you need assistance completing forms or otherwise participating in the application process, please notify the Human Resources Department.

Today's Date _____ Position Desired _____
Date you can start _____ Salary Desired _____
Name _____ Social Security Number _____
Address _____
City _____ State _____ Zip _____
Email address _____
Home Phone _____ Cell Phone _____

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

Have you ever been convicted of a felony or misdemeanor that has not been expunged? Yes No

If yes, please provide details below including offense, date and disposition of the conviction. Conviction of a crime will not necessarily disqualify you from employment.

[Empty box for conviction details]

Are you under any continuing obligations to any current or former employer (such as a non-compete or other agreement) that would restrict your ability to work on our behalf in any way? Yes No

If yes, please describe below:

[Empty box for continuing obligations details]



Education History

	High School	College/University	Graduate/professional
School Name			
City, State			
Country			
Major/Degree			

Additional Information

List any special accomplishments, publications, awards, memberships and professional societies that you think would be helpful to us in considering you for employment. (You may exclude all information indicative of race, sex, color, national origin, sexual orientation, age, religion, creed, physical or mental disability, familial status, marital status, veteran status, genetic information, or any other factor protected by law.)

Employment History

Please complete the following information for the past 10 years starting with the most recent. Please do not indicate "See Resume."

Start date	End Date	Employer	Phone
Job Title		Address	
Immediate Supervisor Name Title May we contact? Yes No		Job duties	
Reason for Leaving		Hourly Rate/Salary Start: \$ per Ending: \$ per	

Start date	End Date	Employer	Phone
Job Title		Address	
Immediate Supervisor Name Title May we contact? Yes No		Job duties	
Reason for Leaving		Hourly Rate/Salary Start: \$ per Ending: \$ per	



Employment History (cont.)

Start date	End Date	Employer	Phone
Job Title		Address	
Immediate Supervisor Name Title May we contact? Yes No		Job duties	
Reason for Leaving		Hourly Rate/Salary Start: \$ per Ending: \$ per	

Start date	End Date	Employer	Phone
Job Title		Address	
Immediate Supervisor Name Title May we contact? Yes No		Job duties	
Reason for Leaving		Hourly Rate/Salary Start: \$ per Ending: \$ per	

Comments

Explain gaps in employment, if any:

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Skills and Qualifications

Please summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying.

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Professional References

List the name and phone numbers of three (3) business/work references whom we may contact who are NOT related to you.

Name	Company	Telephone	Years Known	Relationship

May we contact now? Yes No

Please read carefully and initial each paragraph before signing below.

I certify that the information contained in this application is correct and complete to the best of my knowledge. _____ (please initial)

I understand that if I am hired, any misrepresentation or material omission made by me on this application or in any materials submitted with this application will be sufficient cause for cancellation of this application or my immediate discharge from IMRE whenever it is discovered. _____ (please initial)

I authorize verification of the information provided on this application and authorize the academic institutions, prior employers and references listed above to give you any and all pertinent information concerning my academic record, previous employment, and/or suitability for employment, and I release parties from liability for any damage that may result from any request for information or disclosure of information requested. _____ (please initial)

I understand employment with IMRE is also contingent on my providing the necessary documentation to establish my identity and authorization to work in the United States. _____ (please initial)

I understand that if hired, I must abide by IMRE’s rules and policies. _____ (please initial)

I understand that any offer of employment or continued employment is contingent upon IMRE’s receipt of acceptable reference and background checks. _____ (please initial)

I further understand and agree that all employment with IMRE is “at will” and that if I am employed by IMRE, my employment will have no specified term and may be terminated by either IMRE or me, with or without cause or notice. I further acknowledge that only an authorized representative of IMRE may enter into an employment agreement with me that is other than “at will” and that any such employment agreement must be in writing and signed by both me and an authorized representative of IMRE in order to be effective. _____ (please initial)

I acknowledge that I have received the following legal notice:

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

By signing below, acknowledge that I have read and agree with the above statements.

Applicant’s Signature _____ Date _____