



Application for Employment

An Equal Opportunity Employer

Please enter all requested information; then print, sign & submit these documents to your COSOLUTIONS contact.

1. Personal Data

Date _____

Name (First) _____ (Middle) _____ (Last) _____

Street Address _____ P.O. Box (if applicable) _____

City _____ State _____ Zip _____ Home Phone () - _____

E-mail Address _____ Cell Phone () - _____

Date of Birth _____ Social Security Number _____ Work Phone () - _____

Are you legally eligible for employment in the United States? (Y/N) _____
(Proof of identity and employment eligibility will be required within 3 days of hire.)

Please indicate, by stating either YES or NO below, whether you fall within one of the following categories: (1) U.S. citizen or national; (2) an alien lawfully admitted for permanent residence (i.e., an alien possessing a valid Form I-550 or "green card"); (3) an alien resident in the U.S. since 1982 and granted amnesty in 1986; (4) an asylee (recipient of asylum status); (5) a refugee (recipient of refugee status). If you check "YES" do not circle or otherwise indicate which specific category applies to you.

You must check "NO" if you have applied for status under one of these categories but have not yet received final approval.

- Yes, I fall within one of the categories listed.**
 No, I do not fall within one of the categories listed above.

Have you been convicted of a felony in the last 7 years? (A conviction will not necessarily disqualify you from employment. You are not obligated to disclose sealed or expunged records of convictions or arrests.) If yes, list date, city, state and nature of all felony offenses. If you need additional space, please use another piece of paper):

U.S. Military Service Yes No Branch & Rank _____ From (mm/yyyy) To (mm/yyyy)

Date and Type of discharge received (mm/yyyy) _____

Current or Previous U.S. Security Clearance Y/N _____ When (mm/yyyy) _____

Where _____ Level _____

Have you previously worked for COSOLUTIONS? _____

If yes, From (mm/yyyy) To (mm/yyyy)

It is the policy of COSOLUTIONS to provide and administer employment, training, compensation, promotion, benefits and employment practices without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, veteran, marital status, political affiliation.

How was COSOLUTIONS brought to your attention as an employment possibility?

- Advertisement COSOLUTIONS Internship Govt. employment agency Our website
 Walk-in College/ College Job fair _____ Private employment/Temp agency other (specify) _____
 Employee referral Job Fair _____ Internet (specify) _____

Name of person or source (name of newspaper, agency, etc.) _____

Date available for employment _____ Salary desired \$ _____

Type of position desired _____

Region/location desired _____

2. Academic & Professional Background

NOTE: Falsification of educational credentials is grounds for termination.

	Institution & Location	Major/Minor Fields Studied	No. of Years Completed	Did You Graduate?	Degree or Diploma	Grade Point Average or Rank	If No Degree, No. of Credits Received
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No			
College *				<input type="checkbox"/> Yes, Yr. ____ <input type="checkbox"/> No			
Graduate School *				<input type="checkbox"/> Yes, Yr. ____ <input type="checkbox"/> No			
Other				<input type="checkbox"/> Yes, Yr. ____ <input type="checkbox"/> No			

Current Active Professional licenses/certifications: _____

Summarize any special skills or qualifications and accomplishments: _____

* COSOLUTIONS does not recognize degrees from non-accredited institutions or degree programs.

3. References

List three previous **supervisors** that may be contacted regarding your professional ability.

Name	Years Known	Present Employer/Position	Telephone/E-mail	Relationship
			H: () - W: () - E-mail:	
			H: () - W: () - E-mail:	
			H: () - W: () - E-mail:	

4. Employment Record

Provide the following information even if included on your resume. List most recent position first.

Name and address of present or last employer _____

Employed From (mm/yyyy) _____ To (mm/yyyy) _____ Last Title _____

Base salary: Start \$ _____ Final * \$ _____ Additional compensation \$ _____

* Salary subject to verification by a recent pay stub.

Nature of work done _____

Name, position and phone # of immediate supervisor _____

Reason for leaving _____ May we contact employer? Yes No

Name and address of previous employer _____

Employed From (mm/yyyy) _____ To (mm/yyyy) _____ Last Title _____

Base salary: Start \$ _____ Final * \$ _____ Additional compensation \$ _____

Nature of work done _____

Name, position and phone # of immediate supervisor _____

Reason for leaving _____ May we contact employer? Yes No

Name and address of previous employer _____

Employed From (mm/yyyy) _____ To (mm/yyyy) _____ Last Title _____

Base salary: Start \$ _____ Final * \$ _____ Additional compensation \$ _____

Nature of work done _____

Name, position and phone # of immediate supervisor _____

Reason for leaving _____ May we contact employer? Yes No

Name and address of previous employer _____

Employed From (mm/yyyy) _____ To (mm/yyyy) _____ Last Title _____

Base salary: Start \$ _____ Final * \$ _____ Additional compensation \$ _____

Nature of work done _____

Name, position and phone # of immediate supervisor _____

Reason for leaving _____ May we contact employer? Yes No

IMPORTANT – Please read completely before signing below

**COSOLUTIONS
CERTIFICATION AND ACKNOWLEDGEMENT**

I certify that the information furnished in this application and any supporting documents are true, accurate and complete to the best of my knowledge and belief. I authorize you to make such investigations and inquiries of my person, employment, educational, financial and other related matters as may be necessary for an employment decision. I understand that any misrepresentation or omission on this or any other record provided to COSOLUTIONS by me will constitute grounds for refusal to hire or if hired, for immediate dismissal. I also authorize my previous employers, schools or persons named above to provide information regarding my employment, education and qualifications. If employed, I agree to conform to the rules, regulations, policies and procedures of COSOLUTIONS and acknowledge that these rules, regulations, policies and procedures do not create an employment for any specific period of time or other contractual obligation on the part of COSOLUTIONS and that they may be changed, interpreted, withdrawn, or added to by COSOLUTIONS at anytime, at COSOLUTIONS's sole option and without any prior notice to me. I certify that I am not a party to any agreement that will restrict or limit in any way my ability to perform as an employee of COSOLUTIONS. I also certify that I am not currently covered by an employment contract or other agreement that imposes any restrictions on my right to terminate a past or present employment relationship or prohibits me from accepting employment that places me in competition with any former or current employer.

If hired, I further acknowledge that my employment with COSOLUTIONS will be “at-will” and for an indefinite period of time and that my employment may be terminated with or without cause, and with or without prior notice, at any time, at the option of COSOLUTIONS or myself. To be eligible for rehire, however, I understand that I must give at least fourteen (14) days prior notice to COSOLUTIONS of termination. In such event, COSOLUTIONS may elect, in its discretion, to provide me with two weeks of pay in lieu of further performance.

If hired, I agree to conduct the Company's business in a strictly ethical and legal manner; to obey all of the laws of the United States and of all states, cities, and localities where COSOLUTIONS does business or seeks to do business; and report all suspected violations thereof immediately to the COSOLUTIONS’s President or CEO.

During my employment, I will not engage directly or indirectly in any activities competitive or adverse to the business interest of COSOLUTIONS. I agree that, if I am hired, then upon termination of employment from COSOLUTIONS for any reason, any amount due COSOLUTIONS may be deducted from my paycheck.

Any offer of employment by COSOLUTIONS must be made in writing. Verbal offers have no force or effect until they are confirmed in writing. I also understand that certain positions with COSOLUTIONS may require a security clearance and you will be required to comply with the COSOLUTIONS Security Policy. I understand that no representative of COSOLUTIONS, other than the President or CEO in writing, has any authority to enter into an agreement contrary to the above.

I certify that I have read, understand, and accept the above terms and conditions.

Signature: _____

Date: _____