

PLEASE PRINT CLEARLY. COMPLETE ALL FIELDS AND SECTIONS

LAST NAME		FIRST NAME	MIDDLE NAME	PREFERRED NAME	DATE
HOME STREET ADDRESS					APT. NO.
CITY		STATE	ZIP CODE	SOCIAL SECURITY NUMBER	
HOME PHONE NUMBER		CELL PHONE NUMBER	EMAIL ADDRESS	DATE AVAILABLE	

EMPLOYMENT HISTORY – List current and former employers beginning with most recent.

IT IS THE POLICY OF GENERAL INFORMATICS NOT TO CONTACT A CURRENT EMPLOYER UNTIL AFTER AN OFFER HAS BEEN MADE AND ACCEPTED

START DATE	EMPLOYER/NAME OF COMPANY	TELEPHONE NUMBER			
	STREET ADDRESS	CITY	STATE	ZIP CODE	
END DATE	SUPERVISOR'S NAME AND TITLE	FINAL BASE SALARY	+ BONUS/COMMISSION	= TOTAL COMP	
	YOUR TITLE	NATURE OF WORK			
	REASON FOR LEAVING	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO			

START DATE	EMPLOYER/NAME OF COMPANY	TELEPHONE NUMBER			
	STREET ADDRESS	CITY	STATE	ZIP CODE	
END DATE	SUPERVISOR'S NAME AND TITLE	FINAL BASE SALARY	+ BONUS/COMMISSION	= TOTAL COMP	
	YOUR TITLE	NATURE OF WORK			
	REASON FOR LEAVING	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO			

START DATE	EMPLOYER/NAME OF COMPANY	TELEPHONE NUMBER			
	STREET ADDRESS	CITY	STATE	ZIP CODE	
END DATE	SUPERVISOR'S NAME AND TITLE	FINAL BASE SALARY	+ BONUS/COMMISSION	= TOTAL COMP	
	YOUR TITLE	NATURE OF WORK			
	REASON FOR LEAVING	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EDUCATIONAL BACKGROUND

	NAME	CITY	STATE	MAJOR	DEGREE/DIPLOMA EARNED	GPA	NO YRS
HIGH SCHOOL							
TECHINICAL							
COLLEGE							
GRADUATE							
ADDITIONAL UNDERGRADUATE OR GRADUATE							

OTHER SPECIAL TRAINING, CERTIFICATIONS, OR EDUCATION:

1	POSITION YOU ARE SEEKING	TOTAL SALARY DESIRED
2	HOW DID YOU HEAR ABOUT GENERAL INFORMATICS?	
3	OTHER THAN MINOR TRAFFIC OFFENSES, HAVE YOU EVER BEEN CONVICTED OF A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO (A conviction is not an automatic bar to employment.)	
If yes, please explain the nature of the offense(s), date(s), and penalty(ies) imposed:		
4	ARE YOU WILLING AND/OR ABLE TO TRAVEL/WORK ON OUT-OF-TOWN ASSIGNMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
5	HAVE YOU EVER ENTERED INTO A NON-DISCLOSURE OR NON-COMPETE AGREEMENT OR UNDERSTANDING OF ANY KIND? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please explain:		
6	a) ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If no, please explain:		
	b) WILL YOU NOW OR IN THE FUTURE, REQUIRE SPONSORSHIP FOR EMPLOYMENT STATUS (e.g. B-1, E-1, F-1, G-1, OR H-1 VISA STATUS)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
7	PLEASE LIST OTHER JOB OPPORTUNITIES YOU ARE CURRENTLY CONSIDERING: <input type="checkbox"/> N/A	
	COMPANY	POSITION
		SALARY RANGE
OTHER (INTERESTS, VOLUNTEER WORK, HOBBIES, ETC.)		
PROFESSIONAL ORGANIZATIONS		DESCRIPTION
VOLUNTEER ORGANIZATIONS		DESCRIPTION
COMMUNITY ACTIVITIES		
OTHER ACTIVITIES		
USE THIS SPACE FOR FURTHER EXPLANATION OR INFORMATION YOU WISH TO SUPPLY		
CERTIFICATION AND AGREEMENT		
IMPORTANT – READ THE FOLLOWING CERTIFICATION AND AGREEMENT CAREFULLY BEFORE SIGNING BELOW.		
<p>I certify that the representations I have made in this employment application are true and correct and, to the best of my knowledge and belief, I have not knowingly omitted any related information of an adverse nature. I understand that GENERAL INFORMATICS LLC may refuse to hire me or may terminate my employment if I have willfully made any false statements or misrepresentations in this application. I authorize any of the education institutions, former or present employers, or professional references provided to supply GENERAL INFORMATICS with information about my work record, work performance, or attendance. I agree to hold these institutions, employers, and references harmless for any disclosure they may make to the Company.</p> <p>If I am offered employment with GENERAL INFORMATICS, I will follow the rules, regulations, and policies of the Company, which govern the terms and conditions of my employment. I understand that I will be an “at-will” employee of GENERAL INFORMATICS, which means that my employment may be terminated either by me or by the Company for any reason, with or without cause at any time, and with or without notice. I certify that no employee or representative of GENERAL INFORMATICS has made any representation to me or entered into any agreement with me that is contrary to this Certification and Agreement. I understand that no employee or representative of GENERAL INFORMATICS, other than a duly appointed Officer of the Company, has any authority to make such a representation or to enter into such an agreement and that any such representation or agreement must be in writing and must be signed by me and by a duly appointed Officer of the Company. I have read and understand and agree to the terms of this Certification and Agreement.</p>		
SIGNATURE		DATE
GENERAL INFORMATICS IS AN EQUAL OPPORTUNITY EMPLOYER		

Tell Us About

Thank you for your interest in General Informatics. To help us get to know you better, we ask that you share with us your thoughts on the following questions. You may organize your answers and return them to us in any way you choose. We recognize the importance of a career decision and strive to make decisions which are healthy for both you and General Informatics. Some of these questions are simple, others complex. Invest only the time you feel is appropriate to provide this information. Have fun!

Name (or nickname and explain): _____

Today's Date: _____

Position applying for: _____

1. When and how did you learn about General Informatics?
2. What services are you aware that we provide?
3. What skills do you possess which you think could contribute to our organization?
4. What attracted you to your current employer?
5. Name three elements of your current position that you like and three elements that you dislike.

6. What have you learned from your experience at your current employer?

7. What do you expect you will be doing in 10 years? How can General Informatics help you?

8. Describe the biggest mistake you have ever made (and want to tell us about). What did you learn from this experience?

9. What are you passionate about? Why?

10. What are your three greatest strengths?

11. What are your three greatest weaknesses?

12. Throughout your career. Which individual has had the most influence on you and why? What qualities in them do you aspire to develop yourself?

13. Describe any leadership experience you have had (volunteer, work, sports, etc.). If you have not had experience, do you aspire to lead others? What efforts are you making?