



**DDI** Technology

# Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER

**Personal Information**

**Date:**

*Incomplete information could disqualify you from further consideration.*

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Work phone number

Mobile number

E-mail address

Facsimile number

Social Security Number

Are you legally eligible for employment in the United States? \_\_\_ Yes \_\_\_ No

*(If offered employment, you will be required to provide documentation to verify eligibility.)*

Are you over 18 years old? \_\_\_ Yes \_\_\_ No

*(If no, you may be required to provide authorization to work)*

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? \_\_\_ Yes \_\_\_ No

**Position applied for:**

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

Are you currently employed? \_\_\_\_\_

If so, may we inquire of your present employer? \_\_\_ Yes \_\_\_ No

Do you have any relatives or friends who work for the Company? \_\_\_ Yes \_\_\_ No

If yes, who and where do they work?

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## Employment Application

**References:** List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

### Additional Space

Additional space provided to expand on any points or questions asked previously in this application


# Employment Application

Please read each statement closely and initial each acknowledging your understanding.

## \_\_\_\_\_ **Equal Employment Opportunity Statement**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Decision Dynamics, Inc. (DDI) will be based on merit, qualifications, and abilities. DDI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age (40+), disability, status as a covered veteran, or any other characteristic protected by law.

## \_\_\_\_\_ **Discrimination and Sexual Harassment Policy Statement**

This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

## \_\_\_\_\_ **Disclosure to Applicants Concerning Drug/Alcohol Testing**

I understand that if I am offered a position with DDI, I will be given a drug/alcohol test as a condition of employment, and that my refusal to submit to a drug/alcohol test or my failure to pass such a test means I will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment. Periodic scheduled drug/alcohol testing as well as random drug/alcohol testing may be conducted throughout your employment.

## \_\_\_\_\_ **Disclosure to Applicants Concerning Criminal Background Check**

I understand that if I am offered a position with DDI, the Company will request a criminal background check. My refusal to submit to a criminal background check means I will not be employed by this company. A clear criminal background is required as a condition of employment.

## \_\_\_\_\_ **At Will Employment**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for DDI to hire me. If I am hired, I understand that either DDI or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of DDI has the authority to make any assurance to the contrary.

I attest with my signature below that I have read and understand the above policy statements and agree to be bound by them if employed by DDI. I further attest that I have given true and complete information on this application. No requested information has been concealed. I authorize DDI to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**