

Ross Professional Services, LLC

"An Equal Opportunity Employer"

Tel: (202) 726-2809; Fax: (202) 726-2806; E-mail: info@rpservices.net

APPLICATION FOR EMPLOYMENT

ROSS PROFESSIONAL SERVICES, LLC adheres to all federal, state, and local laws prohibiting discrimination. The company's policy is to select the best qualified persons on the basis of ability, experience, education and training, as related to the requirements of the specific position for which the applicant is being considered, without regard to race, gender, age, religion, national origin, disability, sexual orientation, ancestry or prior political belief or activity.

I. PERSONAL INFORMATION

Today's Date: _____

Name _____

Last

First

Middle

Present Address _____

Street & Number

City

State

Zip

Permanent Address _____

Street & Number

City

State

Zip

Telephone (H) (____) _____ (C) (____) _____ Email _____

Social Security No. _____ DOB (optional) _____ Race (optional) _____

Are you a U.S. citizen? YES/NO, (circle one)

Answer if you are an Alien: Are you legally eligible for employment in the United States? YES/NO (circle one)

Visa Classification _____ Number _____

Referred to Ross Professional Services by: _____

Name

Telephone/Contact No.

Emergency Contact _____ Telephone _____

Relationship _____ Address _____

Street & number

City

State

Zip

II. POSITION DESIRED

_____ Short-term Temporary (60 days or LESS) _____ long-term Temporary (90 days or MORE)

_____ Full-time _____ part-time _____ On-Call (no scheduled hours)

Please indicate work schedule limitations, if any: _____

Position Desired _____ Date Available _____ Desired Salary _____ Minimum Salary _____

Location(s) Desired: All of Washington DC metropolitan area _____

Washington, DC _____ Maryland _____ Northern Virginia _____

Are you willing to work overtime? YES/NO, (circle one)

If yes, please state the approximate amount and duration _____

III. GENERAL INFORMATION

Do you have a security clearance? YES/NO, (circle one)

If yes, what type(s) _____

Date(s) acquired _____

Have you ever been fired from a job? YES/NO, (circle one)

If yes, describe the circumstances. _____

Have you ever been convicted of a felony (within the last 7 years)?* YES/NO, (circle one)

If yes, list date, place, charge, disposition and rehabilitation activities below. _____

Have you ever been bonded? YES/NO, (circle one)

If yes, describe the circumstances of bond below. _____

*In answering this question, you need not consider criminal convictions that have been expunged. A record of criminal conviction will not necessarily bar you from employment. In making our decision, we will consider factors such as your age at the time of conviction, the passage of time since then, the seriousness and nature of the violation, and rehabilitation. We will also consider the nature of the job for which you are applying.

IV. EDUCATION, TRAINING AND REGISTRATION

Furnish all education and training that you believe qualifies you for the position you are seeking.

	Circle Yrs. Completed	Course of Study	Name and Address of School	Degree or License Awarded and Date
High School or GED	1 2 3 4			
College, Technical, or other Professional School	1 2 3 4			
Other	1 2 3 4			

Are you now or have you ever been in the Armed Services? YES/NO, (circle one)

If yes, which branch of service: _____ Type of military discharge _____

Explain below if anything *other than* an honorable discharge.

List special skills you possess and machines/equipment you can operate (i.e., transcription, adding machine, computer, etc.) relating to the position you are seeking:

Circle computer applications in which you are proficient: *Word* *Excel* *Access* *Power Point*
Outlook *Lotus* *Internet* *WordPerfect* *Paradox* *Peachtree* *FoxPro*
Quicken/QuickBooks *Windows* *Other:* _____
 Approximate Words per Minute: Typed _____ Shorthand _____

FOR ANY PROFESSION REQUIRING LICENSING OR CERTIFICATION:

License Type, State(s), and Number(s): _____



V. EMPLOYMENT HISTORY

List below your last three employers, starting with the most recent. Please specify any other names worked under.

#1. Date Starting _____ Date Ending _____
 Employer _____

<i>Address</i>	<i>Street & Number</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Immediate Supervisor	_____	_____	Telephone (____) _____	_____
Job Title	_____	Starting Salary \$ _____	Final Salary \$ _____	_____

Brief description of position and responsibilities:

Reason for Leaving:

For Personnel Dept. Use Only
 Reference Check

#2. Date Starting _____ Date Ending _____
 Employer _____

<i>Address</i>	<i>Street & Number</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Immediate Supervisor	_____	_____	Telephone (____) _____	_____
Job Title	_____	Starting Salary \$ _____	Final Salary \$ _____	_____

Brief description of position and responsibilities:

Reason for Leaving:

For Personnel Dept. Use Only
 Reference Check

#3. Date Starting _____ Date Ending _____
 Employer _____

Address _____ Street & Number _____ City _____ State _____ Zip _____
 Immediate Supervisor _____ Telephone (____) _____
 Job Title _____ Starting Salary \$ _____ Final Salary \$ _____

Brief description of position and responsibilities:

Reason for Leaving:

For Personnel Dept. Use Only
Reference Check

Please read the statement below and affix signature and date in the space provided.

In submitting this application, I understand that:
 Any misrepresentation of facts in this application, or in connection and examination of any other RPS employment forms will be just cause for rejection of my application, or dismissal if hired. I authorize investigation of all statements and voluntarily release and hold harmless from liability and/or damage all parties who may issue or receive information regarding my application, or employment at **ROSS PROFESSIONAL SERVICES, LLC (RPS)**. RPS is committed to providing a “drug-free” workplace. Upon employment with RPS, I may be subject to random drug urinalysis test, which will be paid by RPS. Although I may be employed for a specific work schedule, the company does not guarantee permanent schedules and may alter such arrangements as necessary. I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between RPS, and myself for employment or the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon RPS unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the company retains a similar right. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. *Upon completion of an assignment, I agree not to perform any work (temporary, part-time, or full-time) within 6 months after the completion of my assignment with the client of RPS without the written consent of RPS. If a written consent from RPS is not received, I may be liable to pay RPS a finder’s fee up to 10% of my negotiated pay rate or annual salary of the RPS client.* If full-time employment is obtained with another employer before or after the 6-month waiting period, RPS requires me to give at least a one-week advanced notice as courtesy to the client. RPS reserves the right to amend its policies and practices as it deems necessary or appropriate regardless of whether such policies or practices were established before or after employment.

I affirm, to the best of my knowledge, that the information reported on this application is accurate and complete. I have read, understand and agree to the clauses stated in this employment application:

 Applicant’s Signature _____ Date _____

Evaluation by Staffing Specialist. For Ross Professional Services, LLC Use Only		
Attire/Presentation _____	Adaptability _____	Motivation _____
Professionalism _____	Communication Skills _____	Test Scores _____
Punctuality _____	Interview _____	Other _____