



Employment Application

Revised 1/16/18

We appreciate your interest in working at NxEdge. As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to race, sex, sexual orientation, age, disability, or national origin. This application form was designed for use by persons applying for various types of positions- professional, technical, clerical, and administrative. Please answer only the questions that apply. All information will be treated confidentially. PLEASE PRINT OR TYPE.

Applicant Information		
Full Name: <i>(last)</i>	<i>(first)</i>	<i>(M.I.)</i>
Date:	Social Security No.:	
Address: <i>(street)</i>	<i>(apt./unit #)</i>	
<i>(city)</i>	<i>(state)</i>	<i>(zip code)</i>
Phone: <i>(mobile)</i>	<i>(home)</i>	
Email:		
Position Applied for:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Date Available:	Desired Salary:	
Are you over the age of 18 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, can you provide required proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you legally qualified to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Proof of citizenship or immigration status will be required upon employment.</i>		
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
During the last ten years, have you ever been convicted of a crime other than a minor traffic offense? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain:		
(A conviction will not necessarily automatically disqualify you for employment.)		
Are you able to travel if required for your position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you able to provide your own transportation if necessary for your employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How were you referred to us? <input type="checkbox"/> School <input type="checkbox"/> Friend/Colleague <input type="checkbox"/> NxEdge Employee <input type="checkbox"/> Advertisement <input type="checkbox"/> Company Website <input type="checkbox"/> Other		
Name of Referral Source:		
Have you ever applied to NxEdge before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give dates:		
Do you know anyone currently employed with NxEdge: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes: Employee Name:	Relationship:	
Employee Name:	Relationship:	
Employment History		
<i>This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the last 10 years. Include periods of military service, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheet if necessary.</i>		
Company:	Phone:	
Address:	Supervisor:	
Job Title:		
Responsibilities:		
From:	To:	Reason for Leaving:

Employment History Cont.

Company: _____ Phone: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do not contact the following employer(s):
Reason(s): _____

Education

High School (Name/City)	Grade Completed	Graduated?	Completion/Anticipated Completion Date (Mo/Yr)	
	9 10 11 12	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> No		
	9 10 11 12	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> No		
College or Other Schools Attended (City/State)	Course of Study	Graduated?	Type of Degree	Completion/Anticipated Completion Date (Mo/Yr)
		<input type="checkbox"/> Degree <input type="checkbox"/> Cert. <input type="checkbox"/> No		
		<input type="checkbox"/> Degree <input type="checkbox"/> Cert. <input type="checkbox"/> No		
		<input type="checkbox"/> Degree <input type="checkbox"/> Cert. <input type="checkbox"/> No		

Please list any certifications, academic honors, scholarships, offices held, etc.:

Do you intend to return to school? Yes No

If yes, please indicate the school, date, course of study, estimated completion date and whether it would affect your ability to work at NxEdge.

Have you received any job-related training in the United States Military? Yes No

If yes, please give dates and explanation:

Additional Information

Summarize any special training, skills, or other work-related information you think would be helpful in considering you for employment (e.g. volunteer work, honors received, activities, accomplishments, professional licenses, certifications, publications, patents, thesis, foreign language, etc.).

References

Please list three professional references:

Name	City/State	Phone Number	Relationship/ Job Title	Years Known

Applicant Acknowledgement and Authorization

I hereby authorize NxEdge to verify the accuracy of information provided on this employment application and to obtain reference information on my work performance. In addition, I authorize any and all schools, former employers, references, courts and any other who have information about me to provide such information about my suitability for employment with NxEdge and/or any of its representatives, agents or vendors. I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that this application will be kept in NxEdge's active files only until the position for which it was submitted is filled. I understand that false statements of any kind or omissions of facts called for on this application shall be considered sufficient grounds for denying employment or for dismissal. I understand that if offered a position with NxEdge, I will be required to submit to a pre-employment drug screening as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of this pre-employment test will result in withdrawal of any employment offer or termination of employment if already employed. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment with NxEdge. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at-will, and that either I or NxEdge may terminate my employment at any time with or without notice or cause.

I have read and understand the above statement. This application is complete and accurate to the best of my knowledge.

Signature of Applicant _____ Date: _____

Voluntary EEO Information

It is the company policy to recruit, hire, train, assign, promote and retain persons in all job classifications regardless of race, color, religion, sex, national origin, disability or veteran's status.

NxEdge Inc. is legally required to collect certain statistical data from individuals pursuing employment with us. Any information you voluntarily provide will be used only for reporting purposes and will not be used in making employment decisions.

Name: _____ Date: _____

Social Security Number: _____ Gender: Male Female

Race: Asian/Pacific Islander White
 American Indian/Alaskan Hispanic
 African-American/Black Declined Answer

Position/Location applied for: _____