



aXseum Solutions, LLC

# **Application for Employment**

Thank you for expressing an interest in aXseum Solutions!

aXseum is an Equal Opportunity Employer. Applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

## Personal Data

Date of Application		Position Applying For		Date Available to Start	
First Name		Last Name		Social Security Number	
Street Address		Apt./Unit	City	State	Zip
Daytime Phone Number		Evening Phone Number		Cell Phone Number	
E-mail Address		How did you learn of this position?			

Have you previously submitted an application for employment with aXseum Solutions, LLC?    No    Yes, date: \_\_\_\_\_

Have you previously been employed with aXseum Solutions, LLC?    No    Yes, dates: \_\_\_\_\_ to \_\_\_\_\_

Are you currently employed?    No    Yes

*If yes, may we contact your current employer?*    No    Yes

Are you under the age of 18?    No    Yes

*If yes, can you furnish a work permit?*    No    Yes

Are you authorized to work in the United States of America?    No    Yes

*If hired, can you provide documents required to prove that you are authorized to work in the United States of America?*    No    Yes

Have you ever been convicted of a felony?    No    Yes

*If yes, please explain (A conviction will not necessarily disqualify you.):* \_\_\_\_\_

## Professional References

*Please provide 3 work-related references. Do not include personal references.*

**Name & Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## Employment Experience Please complete all relevant items in this section, even if you have already provided a resume.

Please list your job history for the past seven years or last four (4) employers, **starting with your current or most recent position**. Also include any periods during which you were not employed, and explain what you were doing during that time.

<b>Company/Employer Name</b>		<b>Position(s) Held</b>		<b>Date Started</b>	<b>Date Ended</b>
<b>Street Address</b>			<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Supervisor's Name &amp; Title</b>		<b>Supervisor's Phone Number</b>		<b>Starting Salary</b>	<b>Ending Salary</b>
<b>May we contact this supervisor?</b>	<b>Yes</b>	<b>No -- if not, please explain: _____</b>			
<b>Describe your responsibilities, duties, and/or accomplishments:</b>					
<b>Explain your reason for leaving:</b>					

<b>Company/Employer Name</b>		<b>Position(s) Held</b>		<b>Date Started</b>	<b>Date Ended</b>
<b>Street Address</b>			<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Supervisor's Name &amp; Title</b>		<b>Supervisor's Phone Number</b>		<b>Starting Salary</b>	<b>Ending Salary</b>
<b>May we contact this supervisor?</b>	<b>Yes</b>	<b>No -- if not, please explain: _____</b>			
<b>Describe your responsibilities, duties, and/or accomplishments:</b>					
<b>Explain your reason for leaving:</b>					

(Continued on the next page...)

<b>Company/Employer Name</b>		<b>Position(s) Held</b>		<b>Date Started</b>	<b>Date Ended</b>
<b>Street Address</b>			<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Supervisor's Name &amp; Title</b>		<b>Supervisor's Phone Number</b>		<b>Starting Salary</b>	<b>Ending Salary</b>
<b>May we contact this supervisor?</b>		<b>Yes</b>	<b>No -- if not, please explain: _____</b>		
<b>Describe your responsibilities, duties, and/or accomplishments:</b>					
<b>Explain your reason for leaving:</b>					

<b>Company/Employer Name</b>		<b>Position(s) Held</b>		<b>Date Started</b>	<b>Date Ended</b>
<b>Street Address</b>			<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Supervisor's Name &amp; Title</b>		<b>Supervisor's Phone Number</b>		<b>Starting Salary</b>	<b>Ending Salary</b>
<b>May we contact this supervisor?</b>		<b>Yes</b>	<b>No -- if not, please explain: _____</b>		
<b>Describe your responsibilities, duties, and/or accomplishments:</b>					
<b>Explain your reason for leaving:</b>					

**List any special skills and/or qualifications, as well as any professional, trade, business, or civic activities:**

---



---



---



---

## Education & Training Please complete all applicable items in this section, even if you have already provided a resume.

Type of School	Complete Name of School	Location of School	Dates Attended (month/year)	Major and Minor or Field(s) of Study	Graduated? (yes/no)	Type of Degree or Diploma & Date Conferred	GPA (i.e. 3.24/4.0)
High School (or)			to				
H.S. Equivalency Diploma			to				
Vocational/ Technical School			to				
Junior College			to				
College/ University			to				
Graduate-level College/ University			to				
All other training & education			to				

### Academic Achievements and Activities

(Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies or participation in or offices held in extracurricular activities you consider significant. *Exclude all information indicative of age, sex, race, religion, color, national origin, and/or handicap.*)

## Applicant's Statement

**Check One:**  U.S. Citizen  Other (please provide explanation: Work Visa Status, Permanent Resident, etc.)

*I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the company as set forth in the aXseum Solutions, LLC Employee Policy Handbook and its addendum(s).*

Applicant's Printed Name

Applicant's Signature

Date of Application

\*\*\* This application will remain valid until the position is filled by aXseum Solutions, LLC, or for a period of 60 days, whichever comes sooner. In accordance with Equal Employment Opportunity laws, aXseum Solutions, LLC will keep your application on file for a period of 2 years.

## Equal Employment Opportunity Survey (optional)

Name of Applicant: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Gender
Male
Female
I choose not to self-identify my gender.

Race/Ethnicity	
Please identify the racial/ethnic category you most closely identify with by checking the corresponding box within one of the two following categories: Non-Hispanic or Hispanic. The purpose of the requested information is to comply with aXseum Solutions LLC's legal obligations as a Federal Contractor. <b>Submission of this information is voluntary and will have no bearing on any hiring decision.</b> You may choose not to self-identify by checking the final box.	
Non-Hispanic:	Definition:
White (not Hispanic or Latino)	Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
Black or African American	Persons having origins in any of the black racial groups of Africa.
Asian (not Hispanic or Latino)	<i>Chinese/Chinese-American:</i> Persons having origins in any of the original peoples of China. <i>Japanese/Japanese-American:</i> persons having origins in any of the original people of Japan. <i>Filipino/Pilipino:</i> persons having origins in any of the original peoples of the Philippine Islands. <i>Pakistani/East Indian:</i> Persons having origins in any of the original peoples of the Indian Subcontinent (e.g. India and Pakistan). <i>Other Asian:</i> Persons having origins in any of the original peoples of the Far East (including Korea, Malaysia, Cambodia, Thailand and Vietnam) and Southeast Asia.
American Indian or Alaskan Native (not Hispanic or Latino)	Persons having origins in any of the original peoples of North and South America, (including Central American) and who maintains tribal affiliation or community attachment.
Two or More Races/Ethnicities (not Hispanic or Latino)	Persons who identify with more than one of the above races or ethnicities.
Hispanic:	Definition:
Hispanic or Latino (including Black individuals whose origins are Hispanic)	<i>Mexican/Mexican-American/Chicano:</i> Persons of Mexican culture or origin, regardless of race. <i>Latin-American/Latino:</i> Persons of Latin American (e.g., Central American, South American, Cuban, Puerto Rican) culture or origin, regardless of race. <i>Other Spanish/Spanish-American:</i> Persons of Spanish culture or origin, not included in any of the Hispanic categories listed above.
No Self-Identification	
I choose not to self-identify my race/ethnicity.	

Veteran Status	
Please check the boxes that apply to you (more than one category may be applicable). <b>Leave blank if none apply.</b> See your DD214 for further information regarding your Veteran Status.	
Veteran Status:	Definition:
Vietnam-Era Veteran Status Code	Vietnam-Era Veteran means a person who: <ol style="list-style-type: none"> <li>Served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or b) between August 5, 1964 and May 7, 1975, in all other cases; or</li> <li>Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or b) between August 5, 1964 and May 7, 1975, in all other cases.</li> </ol>
Recently Separated Veteran  <i>Separation Date (MM/DD/YYYY):</i> _____	Any veteran separated from any military service (Army Air Force, Navy, Marines, and/or Coast Guard) within the last three years. Please provide separation date if this status applies to you.
Armed Forces Service Medal Veteran	Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. Military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985. To identify the military operations that meet this criterion, check your DD Form 214, Certificate of Release, Discharge from Active Duty, or the attached list of qualifying military operations.
Disabled Veteran Status Code	(An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or who has a record of such impairment.) <b>Disabled Veteran means:</b> <ol style="list-style-type: none"> <li>A veteran of the U.S. Military, ground, naval, or air service, who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under the laws administered by the Secretary of Veterans Affairs; or</li> <li>A person who was discharged or released from active duty because of a service-connected disability.</li> </ol>
(Other Protected Veterans) War/Campaign/Expedition Veteran Status Code	A veteran who served on active duty in the U.S. Military, ground, naval, or air service, during a war or in a campaign or expedition for which a campaign badge has been authorized.
No Veteran Status	
I choose not to self-identify my Veteran Status.	

The principal purpose for requesting the information on this form is to comply with the EEOC requirements for Federal contractors. The information supplied on this form is used for required aggregated workforce data reporting to the Federal government and for the administration of the Company's Equal Employment Opportunity/Affirmative Action and Human Resources programs. The information will be given to government agencies responsible for civil rights laws, if these agencies request such information, or as otherwise required by law. **Furnishing the information requested on this form is voluntary.** There is no penalty for not completing the form. Individuals have the right to review their own records in accordance with the Company's personnel policies. Information on applicable policies and agreements can be obtained from the Human Resources Department. The Company office responsible for maintaining the information supplied on this form is the Human Resources Department.