



THE NZONE™ EMPLOYMENT APPLICATION

The nZone™
14550 Lee Road
Chantilly, VA 20151
703-266-0118

It is the policy of The nZone to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, gender, national origin, age, disability or veteran status.

Today's Date _____

Personal Information
Name, Address, Cell Phone, Email, Home Phone, Work Phone, Years here?
Education History
School Name and Location, Years Attended, Degree Earned, Subjects Studied
Employment History
(List your current or most recent employment first)
Dates (mo & yr), Employer Name & Address, Position, Salary, Reason for Leaving
Employer 1, Employer 2, Employer 3
Job Duties



Skills & Achievements

Check the skills that you have. List any other skills that might be useful for the job you are applying. Enter the number of years' experience you have, and circle the number which corresponds to your ability level for each particular skill. One (1) represents poor ability and five (5) represents exceptional ability.

Skill Type	Years' Experience	Ability Level
<input type="checkbox"/> Word Processing	_____	1 2 3 4 5
<input type="checkbox"/> Accounting/Bookkeeping	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5

Awards, Honours, Certificates, and Special Achievements:

Desired Employment

Position:	Date You Can Start:	Desired Pay Rate:
Have you ever worked for or applied to The nZone before? Yes <input type="checkbox"/> No <input type="checkbox"/>	When: What Position:	Who referred you to The nZone?

References

Name	Address	Phone Number	Known since? (Years)	Relationship

Additional Questions

Are you at least 18 years old? Yes No

Do you have reliable transportation to and from work? Yes No

Are you willing to work any shift, including nights and weekends? Yes No

If no, please state any limitations:

Are you able to perform the essential functions of the job with or without reasonable accommodations?

Yes No

What reasonable accommodation, if any, would you require?



Have you ever been convicted of, pled guilty to or pled no contest to a crime, excluding misdemeanors and traffic violations? Yes No

(Answering yes will not necessarily bar you from employment. Applicants are not required to disclose sealed or expunged conviction records or the existence of such records.)

If yes, please explain:

Are you now or have you ever been a sex offender registered with any federal, state or local government agency, including any listing on a public website? Yes No

If yes, please explain:

Please provide any additional information that you believe should be considered:

I certify that the information I have provided on this application is truthful and accurate. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for immediate dismissal. I authorize The nZone to contact the employers, schools and organizations that I have listed on this application regarding my employment and education. I authorize the persons, employers, schools and organizations listed on this application to give you any information concerning my employment or other pertinent information they may have, personal or otherwise, and release all parties from all liability and damages that may result from furnishing such to you.

I acknowledge that The nZone reserves the right to amend or modify any of its handbooks or policies at any time without prior notice. 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 The nZone. However, I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand any employment with The nZone is at-will and that either I or The nZone may terminate my employment at any time with or without notice or cause. My employment at-will status cannot be modified unless such modification is set forth in writing in a document signed by both me and an officer of The nZone. Employee Handbooks, manuals, personnel policies and procedures of The nZone are not employment contracts and do not modify my status as an at-will employee.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION, AND I UNDERSTAND AND AGREE TO ITS TERMS AND CONDITIONS.

Signature

Date