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

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First/Middle Initial: |  |
| If you have ever used another name(s), please provide: | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Address: |  | | |
| Permanent Address: |  | | |
| Phone (home): |  | (work): |  |
| Email Address: |  | | |

|  |  |
| --- | --- |
| Position(s) for which you are applying: |  |

**EMPLOYMENT HISTORY**

*Please list your most recent positions, starting with your current or most recent company.* ***Please complete even if your resume is attached.***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: |  | | Position Title: | |  | Reporting To: |  | | |
| Address: |  | | | | | Phone: |  | |
| May we contact employer? | | yes | | no | Dates Employed: |  | to |  |
| Verifiable annual base salary: | |  | | | Other compensation (bonuses/overtime) | |  | |
| Reason for leaving position: | |  | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: |  | | Position Title: | |  | Reporting To: |  | | |
| Address: |  | | | | | Phone: |  | |
| May we contact employer? | | yes | | no | Dates Employed: |  | to |  |
| Verifiable annual base salary: | |  | | | Other compensation (bonuses/overtime) | |  | |
| Reason for leaving position: | |  | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: |  | | Position Title: | |  | Reporting To: |  | | |
| Address: |  | | | | | Phone: |  | |
| May we contact employer? | | yes | | no | Dates Employed: |  | to |  |
| Verifiable annual base salary: | |  | | | Other compensation (bonuses/overtime) | |  | |
| Reason for leaving position: | |  | | | | | | |

**EDUCATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HIGH SCHOOL | | | | | | UNDERGRADUATE | | | | GRADUATE | | | |
| School: | | |  | | | School: | |  | | School: | |  | |
| Graduated? | | | yes | | no | Graduated? | | yes | no | Graduated? | | yes | no |
| Degree: | | |  | | | Degree: | |  | | Degree: | |  | |
| **Grade Point Averages** | | | | | | **Grade Point Averages** | | | | **Grade Point Averages** | | | |
| Overall: |  | Major: | |  | | Overall: |  | Major: |  | Overall: |  | Major: |  |

*Please explain any breaks in history between education and/or work experience:*

|  |
| --- |
|  |

*Professional/technical designations/certifications you have obtained (e.g., CPA, JD):*

|  |
| --- |
|  |

*Other activities and any special awards (e.g., professional/academic organizations, community activities):*

|  |
| --- |
|  |

**OTHER INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you currently authorized to work in the U.S.? | yes | no | *(A no answer will not necessarily disqualify you from consideration.)* | | |
| Have you previously been employed by New Leaf? | | | | yes | no |
| If yes, please list employee number: | | | |  | |
| Do you have any financial interest in, or employment with, another business that may conflict with your employment by New Leaf *(If yes, please explain in the Comments section)* | | | | yes | no |
| Have you ever been convicted of a felony? | | | | yes | no |
| Are you willing to relocate? | | | | yes | no |
| Expected annual compensation: | | | | $ | |
| If you were referred by an employee of New Leaf, please provide the name of the individual: | | | |  | |

**PROFESSIONAL REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Company: |  | Phone: |  |
| Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Company: |  | Phone: |  |
| Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Company: |  | Phone: |  |
| Address |  | | |

**COMMENTS**

*Use this space for any further explanation or information you wish to supply:*

|  |
| --- |
|  |

* I understand that employment with New Leaf Service Contracts, LLC (“New Leaf”) is contingent upon several factors including a satisfactory background and reference check and satisfactory completion of a post-offer drug screen.
* I hereby authorize all previous and current employers and all educational institutions to release to New Leaf all education records and documents relating to me, including but not limited to applications, reference letters, transcripts, attendance records, and counseling records, without restriction or qualification.
* All representations in this application and in any supporting documentation (e.g. my resume) are to the best of my knowledge true, complete and correct, and I have not knowingly omitted any relevant information. I further understand that I may not alter, revise or delete the provided text of this application. Failure to abide by these obligations may make me ineligible for employment or, if employed, result in termination of my employment.
* If I am employed, I authorize deductions from my pay to satisfy any outstanding, including, but not limited to, vacation or other pay advances, travel privileges, employee loans, or outstanding company credit card balances.
* If I am employed, I agree that, while employed and for a period of one year thereafter, I will not directly or indirectly recruit, solicit, hire or employ (or assist any third party in recruiting, soliciting, hiring or employing) for any services whatsoever, any New Leaf employee or independent contractor of New Leaf.
* If I am employed, in consideration of my employment, I agree to conform to New Leaf’s rules, policies and procedures, and I understand that either New Leaf or I can terminate my employment and compensation with or without cause, with or without notice, at any time. I understand that no New Leaf representative (other than a Principal) has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy.

|  |  |
| --- | --- |
|  | By checking this box, I indicate that I accept all of the above statements. |

Complete this section when signature is requested (if an onsite interview is conducted):

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |
| Social Security Number: |  |

New Leaf IS AN EQUAL OPPORTUNITY EMPLOYER Updated 11/1/2011