



APPLICATION FOR EMPLOYMENT

Paragon is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, national origin or ancestry, sex, disability, genetic predisposition, marital status, or any other basis prohibited by federal or state law. "No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties".

PLEASE COMPLETE ENTIRE APPLICATION

PERSONAL INFORMATION (please print)						
Last Name:		First Name:			Middle Initial:	
Present Address:	Street	Apt#	City	State	Zip Code	How long?
Date of Application:	Are you 18 years or older?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	(if no, you must furnish us with working papers)
Home Phone Number () ()	Cell Phone Number () ()	Email Address:				
Do you have the legal right to work in the United States? (Proof of US citizenship or immigration status will be required upon hiring)						Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job for which you have applied?						Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you multilingual? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate languages in addition to English that you speak, read and or write: If yes describe which language(s) other than English and how fluent of a speaker, you consider yourself to be.						
EMPLOYMENT DESIRED:						
Position: _____ Date available to start _____						
What type of schedule are you looking for?						
Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> if part time, how many hours are you available to work: _____						
Note the hours during the week in which you can work:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you ever work for Paragon? Yes <input type="checkbox"/> No <input type="checkbox"/>						
If yes when? _____ What department? _____						
(If your established work schedule changes you may no longer be eligible to continue your employment at Paragon)						
Education	Name and Address of School	Circle Last Year		Did You Graduate	Degrees Acquired	
High School		1	2	3	4	Y N
College		1	2	3	4	Y N
Post College		1	2	3	4	Y N
Trade, Business School		1	2	3	4	Y N

CURRENT AND FORMER EMPLOYMENT			
List below your last 2 employers including current employer starting with the most recent one first. Please complete even if you attach a resume			
Name of Company	From:	Position:	
	To:	Reason for leaving:	
Address		Duties Performed:	
Telephone Number:			
Supervisor's Name:	Telephone Number:	May we contact	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Company	From:	Position:	
	To:	Reason for leaving:	
Address		Duties Performed:	
Telephone Number			
Supervisor's Name	Telephone Number:	May we contact	Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you become aware of this position?		Referred by _____	
Do you currently have a friend or relative working at Paragon? If so state name : _____			
Why would you like to work for Paragon? _____			
On a scale of 1-5 how would you rate yourself as a customer service provider? (poor) 1 2 3 4 5 (excellent)			
Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain below:			
REFERENCES List below the names of three people or other professionals not related to you that we may contact to verify your qualifications for the position.			
Name	Address Business	Phone Number	Number of Years Known

Please read and initial each paragraph, then sign below:

I hereby certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or any document used to secure can be grounds for rejection of application or, if I am employed by Paragon, are terms for my immediate termination from Paragon. _____

I hereby authorize Paragon to thoroughly examine my background, references, employment record, education record and any other matter related to my suitability for employments. I authorize persons, schools, my current employer (if applicable) and previous employers and organizations contacted by Paragon to provide any relevant information regarding my current/and or previous employment. Paragon will not seek any information regarding your salary history. I understand that filling out this application does not indicate there is a position open and does not obligate Paragon to hire me. I understand and agree that, if hired my employment will be at will which means that either I or Paragon may terminate the employment relationship at any time. I understand that this application will be active for a period of one year, at which time, if I wish to be considered for employment I must submit a new application. _____

Date: _____

Signature: _____