

BEAD IT, INC. EMPLOYMENT APPLICATION

It is our policy at Bead It, Inc. to consider for employment qualified individuals in accordance with applicable state and federal laws, without discrimination based on race, color, religion, ancestry, sex, national origin, age, marital status, disability, military service, arrest and court record, or status as a disabled veteran or veteran of the Vietnam era.

PERSONAL INFORMATION

Date of Application:		
Last Name:	First Name:	Middle Name:
Other names by which you are known or have been known:		
Social Security Number:		
Street Address:		Apt. No.:
City:	Zip Code:	State:
Home Phone:	Business Phone:	Pager/Cellular Phone:

Position(s) Desired:	Location(s) Desired:
Salary Desired: \$ Per	Least Acceptable Salary: \$ Per
When are you available to start work?	
Hours Available:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/On-call <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends

EDUCATIONAL RECORD

	Name and Location	Highest Level Completed	Diploma	Major	GPA
High School					
College					
Graduate School					
Trade or Other					

CERTIFICATES/LICENSES

Certificate/license:	Date/License No.:
Certificate/license:	Date/License No.:

REFERENCES

Give three (3) references familiar with your work history or job qualifications

Name	Telephone No.	Occupation	Relationship

EMPLOYMENT RECORD

List all names of employers in consecutive order with present or last employer listed first; provide month and year for dates requested; attach additional sheets if necessary.

Name of Employer:			
Street Address:		City:	State: Zip:
Telephone Number:		Last Supervisor:	Last Job Title:
Employment Dates	Pay	Duties	Reason(s) for leaving
From:	From:		
To:	To:		

Name of Employer:			
Street Address:		City:	State: Zip:
Telephone Number:		Last Supervisor:	Last Job Title:
Employment Dates	Pay	Duties	Reason(s) for leaving
From:	From:		
To:	To:		

Name of Employer:			
Street Address:		City:	State: Zip:
Telephone Number:		Last Supervisor:	Last Job Title:
Employment Dates	Pay	Duties	Reason(s) for leaving
From:	From:		
To:	To:		

SPECIALIZED SKILLS

Computer Programs	Clerical Skills	Accounting/Bookkeeping	Other Specialized Skills
<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Outlook/Entourage <input type="checkbox"/> Dreamweaver or other HTML editor <input type="checkbox"/> Photoshop <input type="checkbox"/> Other _____	<input type="checkbox"/> Data entry <input type="checkbox"/> Typing _____ wpm <input type="checkbox"/> Fax <input type="checkbox"/> Copy Machine <input type="checkbox"/> 10 key Calculator <input type="checkbox"/> Copy Writing <input type="checkbox"/> Other _____	<input type="checkbox"/> Accounts receivable <input type="checkbox"/> Accounts payable <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Payroll <input type="checkbox"/> Accounting software: Type of software: _____	<i>Please note other specialized skills</i>

"I certify that the information provided by me on this application and all other information provided by me to Bead It, Inc. is truthful and accurate. I understand that if any information provided by me on this application or any other information provided by me in the course of seeking employment with Bead It, Inc. is found to be false, untruthful, incomplete or misleading, that such will be cause for immediate disqualification from further consideration for employment."

 AUTHORIZED SIGNATURE OF APPLICANT

 DATE

Permission for Comprehensive Background Check of Prospective Employee

In connection with my application for employment with Bead It!, Inc. (the "Company"), I hereby agree as follows:

1. General Consent to Background Investigation

As a condition of Company's consideration of my employment application, I give permission to Company to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on my employment application.

2. Consent to Contact Past Employers

I specifically give permission to Company to contact all of my prior employers for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Company, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Company. I further waive all rights I may have under law to receive a copy of any written statement provided by any of my former employers to Company. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this Agreement.

3. Consent to Contact Government Agencies

I further give permission to the Company to receive a copy of any information obtained in the file of any federal, state, or local court, or governmental agency concerning or relating to me. I further consent to the release of such information and waive any right under law concerning notification of the request for a release of such information. In the event a law does not provide for prospective employers to have access to information, I hereby delegate Company as my agent for the receipt of information. I understand that the scope of this investigation will be limited as required by applicable law.

4. Cooperation With Investigation

I agree to fully cooperate in Company's background investigation, and to sign any waivers or releases that may be necessary or desirable to obtain access to relevant information. In the event that any former employer or federal, state, or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

5. Miscellaneous

This Agreement represents the entire understanding and agreement relating to its subject matter. Company shall be entitled fully to rely on this Agreement. I understand that I have no guarantee of employment and that the Company may determine not to hire me for any lawful reason.

Applicant's Signature

Date

Applicant's Printed Name

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