



APPLICATION FOR EMPLOYMENT

Thank you for your interest with SteppingStone. We are an equal opportunity employer and all applicants will be given equal consideration. SteppingStone does not discriminate against any applicant or employee because of race, color, age, sex, religion, disability, national origin, sexual orientation, marital status, veteran status, or any other legally protected status. Answers to application questions will be used for applicable, job-related reasons only. No application will be considered unless complete.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION (Please Print)

| | | | |
|---|--|---------------------------------------|--|
| Last Name | First | Middle Initial | Today's Date |
| Street Address | | | Social Security Number |
| City | State | ZIP Code | Home Phone Number |
| Other Name(s) Used | | | Alternate Phone Number or E-Mail |
| Referred By (please be specific) | | | Position Desired |
| How did you find out about this Position? (please be specific) | | | |
| Do you have any relatives employed by SteppingStone or its affiliates? If yes, give specifics: | | Hourly or Annual Salary Desired \$ | Date Available |
| Would you be willing to relocate? ____ If yes, where? | Are you available to work at all four (4) locations? ____ If not, which location(s) would you prefer? | | Are you available to work overtime? Yes or No |
| Are you over the age of 18? ____ Yes ____ No If not, please provide your age: _____ | | | |
| Are you eligible to work in the United States? ____ Yes ____ No [Proof of eligibility to work in the United States will be required before an individual can commence employment at SteppingStone] | | | |
| U.S. Military or Coast Guard Service? ____ Yes ____ No Highest Rank: _____ | | | |
| Driver's License Information (If position requires driving): State: _____ Number: _____ Exp Date: _____ | | | |
| Is Your driver's license restricted or suspended? ____ Yes ____ No If yes, give details: _____ | | | |

EMPLOYMENT HISTORY (please list all previous employment, beginning with present or most recent. If additional space is required attach a separate document.) In addition, **please account for all gaps in employment.**

| | | |
|--|---|----------------------|
| Company | Address | Telephone |
| Date (month/year) From: _____ To: _____ | Salary Starting: _____ Ending: _____ | Supervisor |
| Position Title | Reason For Leaving | May we contact? |
| Duties and Responsibilities | | Eligible for Rehire? |
| Gaps in Employment (if any) | | |

EMPLOYMENT HISTORY (continued)

| | | |
|---|--|----------------------|
| Company | Address | Telephone |
| Date (month/year) From: To: | Salary Starting: Ending: | Supervisor |
| Position Title | Reason For Leaving | May we contact? |
| Duties and Responsibilities | | Eligible for Rehire? |
| Gaps in Employment (if any) | | |

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| Gaps in Employment (if any) | | |

REFERENCES (Business, Educational or Professional; *Previous Supervisors Are Preferred*)

| | |
|--|--|
| Name | Name |
| Company | Company |
| Telephone | Telephone |
| Please describe <u>business relationship</u> , years known | Please describe <u>business relationship</u> , years known |

| | |
|--|--|
| Name | Name |
| Company | Company |
| Telephone | Telephone |
| Please describe <u>business relationship</u> , years known | Please describe <u>business relationship</u> , years known |

EDUCATION

| Education | Name & Address | Major | Degree/Certificate |
|--|----------------|---------------|--------------------|
| High School | | | |
| Community College/Trade School | | | |
| College/University | | | |
| Graduate School | | | |
| Certificates/Licenses: | | CA License #: | |
| List other completed classes, academic honors, additional skills or training which may be applicable to your employment at this Company: | | | |

FOREIGN LANGUAGES

| Language | Specific Skill Level P = Poor F = Fair G = Good E = Excellent | | | |
|----------|---|------------|-------------|---------------|
| _____ | _____ Write | _____ Read | _____ Speak | _____ Studied |
| _____ | _____ Write | _____ Read | _____ Speak | _____ Studied |

COMPUTER / OFFICE SKILLS (if applicable)

| | | | | |
|---|--------------------------|-----------------------|---------------------------------------|---------------------------|
| Please enter proficiency level | 1=Expert | 2=Intermediate | 3=Novice | 4=Never Used |
| _____ Spreadsheets | _____ Word Processing | _____ Data Management | _____ Internet Explorer | |
| | _____ Project Management | _____ MS Outlook | | |
| List other hardware/software you can operate: | | | | |
| _____ WPM | _____ Dictaphone | _____ 10-Key | _____ Fast Notes/Shorthand: _____ WPM | List-other office skills: |

CERTIFICATION

I certify that the information provided by me on this Application, accompanying resume, or any attachments that I have supplied, is true, correct and complete to the best of my knowledge and that any misrepresentation, omission, falsification or failure to disclose pertinent information will be cause for dismissal if hired.

I authorize, consent and hold harmless my current and prior employers, educational institutions and persons or organizations named in this Application (or accompanying Resume) to release any information to SteppingStone that may be required to make an employment decision. This authorization will serve as a release of any and all information and for this purpose, a photocopy shall be considered an original and valid.

I understand and agree that this Application is not a contract and that any acceptance of employment is not a contract of employment for a definite term. I understand that the Application will remain active for twelve (12) months. After that time, if I desire further consideration by SteppingStone, I will renew my Application in writing or in person.

Employment at SteppingStone is "At Will". If hired, I understand and agree that I may resign my employment at any time, for any reason and that my employment may be terminated at the will of SteppingStone at any time, for any reason with or without cause or advanced notice. This means that during the course of my employment, I am free to leave SteppingStone at any time for any reason, and SteppingStone reserves a similar right. Thus, both SteppingStone and I will have the right to terminate my employment at any time, with or without advance notice and with or without cause. This is called "employment at-will." In fact, every aspect of my employment relationship with SteppingStone is on an at-will basis.

As part of my at-will employment, SteppingStone expressly reserves its inherent authority to manage and control its business enterprise and to exercise its sole discretion to determine all issues pertaining to my employment, including all matters concerning promotion, job assignment, the size of the workforce, demotion, transfer, and discipline. I understand that no one other than an authorized officer of SteppingStone has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy. Furthermore, any agreement that alters the "at-will" nature of employment must be in writing and must be signed an authorized officer of SteppingStone and me.

Applicant's Full Signature: _____ Date: _____