



## EMPLOYMENT APPLICATION

Sequent, Inc. is an EQUAL OPPORTUNITY EMPLOYER. Qualified applicants receive consideration for employment without regard to their race, religion, color, ancestry, age, sex, or disability, or any other category protected by law. To be considered for employment, this application must be completed fully, including its addenda. Your responses to the questions in this application form must be accurate and complete and they will be judged in relation to the requirements of the job you are seeking. Applications from qualified applicants for specific, posted jobs remain active until the vacancy is filled. Applications for other jobs remain active for up to three months. Applicants selected for employment will be required to prove U.S. citizenship or a legal right to work in the U.S. as determined by the U.S. Immigration and Naturalization Service. Sequent, Inc. is an "at will" employer, which means employment may be terminated by the employee or the company at any time, with or without notice, and for any reason or no reason at all. Only Sequent's Chief Executive Officer is authorized to modify at-will employment status or enter into any agreement contrary to at-will employment. Any such modification must be in writing and signed by the employee and the Chief Executive Officer.

### IDENTIFICATION

Name (Last)	(First)	(Middle)
Address (Number) (Street)	(City)	(State) (Zip)
Contact (Please check your preferred method of contact below.)		
<input type="checkbox"/> Home Phone No. (Area Code & No.)	<input type="checkbox"/> Work Phone No. (Area Code & No.)	<input type="checkbox"/> Cell Phone No. <input type="checkbox"/> Call or <input type="checkbox"/> Text (Area Code & No.)
<input type="checkbox"/> E-Mail Address		
Are you at least 18 years old? (Indicate "Yes" or "No"): _____ (Please do not enter your actual age or birthdate.)		

### EMPLOYMENT DESIRED

Position Desired (If applying for a posted or advertised vacancy, please name that job; otherwise, just indicate a job title or type of job you'd like to consider.)	
Status Applying For <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Any
Which shift will you work? <input type="checkbox"/> Any <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night	
Salary or Hourly Rate Expected \$ _____ Per _____	Date Available to Start

## GENERAL INFORMATION

**What prompted your application or who referred you to us?**  Own Accord  Job Ad  Placement Agency  
 State Job Svc  Another Employee: Other:

### Office & Computer Skills

Computer Keyboard  Yes  No If Yes, rate your speed/skill:  Expert  Average  Beginner  
 Other office skills:  Dictation/Transcription  10-Key Calculator  
 Other office machines or equipment:

**Computer Software Skills:**  C  JAVA  Visual Basic  HTML  Web Design/Publishing

Other Programming Software:

MS Word  MS Excel  MS Outlook  MS Access  MS PowerPoint  WordPerfect  Lotus  
 Other office, accounting, human resources, payroll software:  
 Other presentation, publishing, or CAD software:

Licenses, Registrations, Certifications Type (e.g., Driver's, CDL, Forklift Operator, Teaching, etc.)	Issuing Agency or Organization	Cert. or ID No.	Expiration Date

Ever been employed by this company?  Yes  No If YES, give details in EMPLOYMENT section.

Name any relatives working for this company. (This is neither an advantage nor disadvantage. It helps us with placement.)

## CRIMINAL HISTORY

Before answering the following questions, read instructions below. There are specific instructions for applicants who reside in or who are applying for employment in California; San Francisco, California; Connecticut; the District of Columbia; Georgia; Hawaii; Illinois; Baltimore, Maryland; Massachusetts; Minnesota; New Jersey; Buffalo, New York; Philadelphia, Pennsylvania; Rhode Island; Rochester, New York and Seattle, Washington.

### INSTRUCTIONS

**California Applicants:** Do not report convictions for marijuana-related offences that are two or more years old. Do not report participation in pre- or -post-trial diversion programs.

**Connecticut Applicants:** Under Connecticut law, you are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a, that criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and that any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

**District of Columbia Applicants:** Do not identify convictions entered by the court more than 10 years ago.

**Georgia Applicants:** Do not identify any criminal record that has been discharged under Georgia's First Offender Act.

**Hawaii; Illinois; Baltimore; Maryland; Minnesota; New Jersey; Buffalo, New York; Philadelphia; Rhode Island; Rochester, New York; San Francisco, California; and Seattle Washington Applicants:** Do not answer these questions at this time and proceed to the next section.

**Massachusetts Applicants:** Under Massachusetts law, an employer is prohibited from making written, pre-employment inquiries on an application about his or her criminal history. **MASSACHUSETTS APPLICANTS SHOULD NOT RESPOND TO ANY OF THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION.**

Have you ever been convicted, or pled guilty or no contest to a crime (felony or misdemeanor) other than for a minor traffic offense? Exclude convictions that have been sealed or expunged, annulled, dismissed, eradicated, of which you received a full pardon, or that were otherwise erased pursuant to statute or a court order. (Yes or No):  
 If YES, please explain, giving date, state/jurisdiction of the conviction, offense, and disposition:

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Conviction of a crime is not an automatic bar to employment, and (1) the nature and gravity of the conviction; (2) the time that has passed since the conviction and/or completion of the sentence; and (3) the nature of the job held or sought, among other relevant factors reviewed during an individualized assessment will be considered.

## EMPLOYMENT HISTORY

List all employment and periods of unemployment during the last fifteen years. You may list employment prior to fifteen years ago which is related to the job you are seeking or if you wish to have it considered. You are not required to list military service, but you may do so if it is related to your career and you wish to have it considered.

Present Employer (Company Name) or period of unemployment		Telephone No.	From Mo./Yr.	To Mo./Yr.
Employer's Address		City	State	Zip
		Department		
		Supervisor		
Your Job Title	Your name at the time	Salary/Wage	<input type="checkbox"/> Full-Time <input type="checkbox"/> Regular	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temp
Describe duties, equipment operated and special accomplishments				
Reason for leaving				
Previous Employer (Company Name) or period of unemployment		Telephone No.	From Mo./Yr.	To Mo./Yr.
Employer's Address		City	State	Zip
		Department		
		Supervisor		
Your Job Title	Your name at the time	Salary/Wage	<input type="checkbox"/> Full-Time <input type="checkbox"/> Regular	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temp
Describe duties, equipment operated and special accomplishments				
Reason for leaving				
Previous Employer (Company Name) or period of unemployment		Telephone No.	From Mo./Yr.	To Mo./Yr.
Employer's Address		City	State	Zip
		Department		
		Supervisor		
Your Job Title	Your name at the time	Salary/Wage	<input type="checkbox"/> Full-Time <input type="checkbox"/> Regular	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temp
Describe duties, equipment operated and special accomplishments				
Reason for leaving				

### EDUCATION/TRAINING

	Name, City and State of school/training	No. Years Completed	Diploma/Degree	Program or major courses	Month/Year Graduated
Last High School					
College/ University, Professional, Business or Technical Schools					
Grad School					

Subject of special study or research \_\_\_\_\_

Extracurricular activities in high school and/or college (Please don't list political or religious activities.) \_\_\_\_\_

Scholarships, fellowships, or awards received \_\_\_\_\_

### REFERENCES

List three persons who have known you for at least one year. Please exclude relatives.

Name	Address	Phone No.	Business

### STATEMENT OF CERTIFICATION, AUTHORIZATION, AND AGREEMENT

I certify that the information I have provided in this application form, in my resume and other application related documents, and interview(s) is complete and accurate. I authorize all my former employers and personal references to answer inquiries made by Sequent, Inc. and I hereby release all such parties including Sequent, its subsidiaries, employees, subscribers, and agents from liability as a result of doing so. I agree that if, in the exclusive opinion of Sequent, I have made any misrepresentation, or the results of the investigation are not satisfactory, any offer of employment may be withdrawn or, if already hired and working, I may be terminated without liability, except for payment at the rate agreed upon for services actually rendered. A copy of this agreement and certification can serve as an original.

I understand and agree that, if hired, my employment is entirely "at-will" which means that my employment can be terminated by me or Sequent at any time and for any reason or no reason at all. Only Sequent's Chief Executive Officer is authorized to modify at-will employment status or enter into any agreement contrary to at-will employment. Any such modification must be in writing and signed by the employee and the Chief Executive Officer. I further understand and agree that nothing in this application is intended to create or imply a contractual relationship and that no representative of Sequent, other than the Chief Executive Officer of Sequent, has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Any such agreement must be in writing and signed by myself and the Chief Executive Officer of Sequent.

If I am hired, I understand I will be required to complete all forms and documentation the company requires for its new hire processing. My failure to do so may result in withdrawal of any employment offer or termination if I have already started to work. After employment, I understand that I will be required to complete all documentation the company requires upon demand including, but not limited to, tax withholding, personal information changes, benefit enrollment forms, performance appraisals, and warning notices and other corrective actions. My failure to do so may result in disciplinary action up to and including termination, as deemed appropriate by the company.

I understand I must adhere to the policies and procedures of Sequent while I am an employee of the company.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_