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Pan American Life Center, Suite 1700

601 Poydras Street

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504-581-6062

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Weslayan Tower, Suite 2050

24 Greenway Plaza

Houston, Texas 77046

713-355-6062

FAX 713-572-9129

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All statements made by applicant for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all applicants and consider applicants for all positions on the basis of qualifications and without regard to race, color, creed, religion, ancestry, marital status, veteran's status, sex, national origin, disability, sexual orientation, or any other classification protected by Federal, state or local law.

Applicant Name: _____

Date of Application: _____

Position Applied For: _____

Location: _____

Visit us on the web at <http://www.preisroy.com>

Instructions: Complete all necessary information LEGIBLY; all applicable questions must be answered for this application to be considered. This application will be kept active and on file for thirty (30) days from the date of signature following the applicant statement on back cover.

PERSONAL INFORMATION

Name: _____ Social Security No.: _____ - _____ - _____
Last First Middle

Present address: _____
Street City State Zip Code

Primary telephone number: (_____) _____ -- _____ Alternate telephone number: (_____) _____ -- _____

Previous address: _____
Street City State Zip Code

How long there? ____ Years ____ Months

Are you over the age of 18? ____ Yes ____ No If not, employment may be subject to verification of age.

Do you have the legal right to work in the United States: ____ Yes ____ No

If not, why? _____

Have you ever applied for a job with us before? ____ Yes ____ No If yes, month/year _____

Have you ever worked for us before? ____ Yes ____ No

Were you recommended by an employee of Preis & Roy? ____ Yes ____ No

If so, please state employee's name: _____

If not, how did you hear about us? _____

Position(s) applying for: _____

Type of employment: ____ Full Time ____ Part Time ____ Temporary How soon could you report to work? _____

Rate of pay expected? _____ If full time, can you work overtime if asked? ____ Yes ____ No

If part time, what days and hours are you available for work? (Please fill in the form below.)

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
From:							
To:							

EDUCATION

Name and Location of School	GPA	Years Completed				Graduate / Degree
		1	2	3	4	
Elementary		5	6	7	8	
High School		9	10	11	12	
College		1	2	3	4	
Graduate/Professional		1	2	3	4	
Business/Trade/Technical		1	2	3	4	

GENERAL INFORMATION

Have you ever been convicted or plead guilty to a crime other than a traffic violation within the last ten years? ____ Yes ____ No
(Conviction will not necessarily disqualify applicant from consideration for employment.)

If yes, give circumstances: _____

Have you ever been discharged or requested to resign from a position? ____ Yes ____ No

If yes, give circumstances: _____

Are you currently employed? ____ Yes ____ No On what date would you be available to work? _____

Have you ever served in the Armed Forces? ____ Yes ____ No If yes, what branch? _____

Date entered: _____ Date discharged: _____

PRIOR EMPLOYMENT RECORD

Start with your most recent or present employer and complete in full.

1. Name and address of most recent employer: _____
_____ Telephone: _____

Immediate supervisor (Name & Position): _____

Date hired: _____ Date left: _____ Starting salary: _____ Final salary: _____

Job duties: _____

Reason for leaving? _____

Position held: _____

2. Name and address of most recent employer: _____
_____ Telephone: _____

Immediate supervisor (Name & Position): _____

Date hired: _____ Date left: _____ Starting salary: _____ Final salary: _____

Job duties: _____

Reason for leaving? _____

Position held: _____

3. Name and address of most recent employer: _____
_____ Telephone: _____

Immediate supervisor (Name & Position): _____

Date hired: _____ Date left: _____ Starting salary: _____ Final salary: _____

Job duties: _____

Reason for leaving? _____

Position held: _____

4. Name and address of most recent employer: _____
_____ Telephone: _____

Immediate supervisor (Name & Position): _____

Date hired: _____ Date left: _____ Starting salary: _____ Final salary: _____

Job duties: _____

Reason for leaving? _____

Position held: _____

PROFESSIONAL REFERENCES

Name: _____ City: _____ State: _____ Telephone: (____) _____

Name: _____ City: _____ State: _____ Telephone: (____) _____

Name: _____ City: _____ State: _____ Telephone: (____) _____

JOB APPLICANT'S AGREEMENT, CERTIFICATION & AUTHORIZATION

"I certify that the information provided in this Application for Employment is true, correct, and complete in all respects to the best of my knowledge. I agree that if the information given is determined to be false, in any way, it shall be considered sufficient cause for denial of employment or immediate termination regardless of when or how the false information is discovered. I further authorize the use of any information in this application to verify my statements, and I authorize my past employers and all references to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in this Application for Employment or in the granting of any interview is intended to create an employment contract between Preis & Roy and myself for either employment or the provision of any benefit(s). No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Preis & Roy unless made in writing and approved at the discretion of the Executive Committee. I further understand that if an employment relationship subsequently is established, my employment with Preis & Roy is considered at will, or a voluntary one and is subject to termination by either myself or a representative of Preis & Roy with or without cause, or with or without notice at anytime."

"I understand that prior to being offered employment with Preis & Roy, I may be requested to take a skills test (i.e. typing test). I understand that if I have an impairment that will affect my ability to take a test, Preis & Roy will provide reasonable accommodation, if requested."

"If employed, I agree to engage in no outside activity which could reflect adversely on Preis & Roy. I understand that this decision is to remain at the discretion of the Executive Committee."

"If employed, I agree to abide by Preis & Roy's Confidentiality Agreement and hold in strictest confidence any information concerning Preis & Roy, its Clients, and its affiliates."

"I understand that if employed, policies and rules are not conditions of employment and that Preis & Roy reserves the right to revise policies or procedures, in whole or in part, at any time."

"I understand that completion of this application for employment does not guarantee that I have been employed by Preis & Roy. I understand that this application will be kept active and on file for thirty (30) days from the date it is completed and signed. After thirty days, the applications are retired to an inactive file and held in an inactive status for a period of time required by law. If I have not been hired within thirty days of the date I complete and sign my application and I wish to be considered for positions that may become available after that date, I must return to this office and complete a new application."

Signature of Applicant: _____

Date: _____

Signature of HR Manager: _____

Date: _____

