

REM Services Inc.

3730 Kirby Drive, Suite 1200
Houston, Texas 77098
713.666.7613 / 713.834.1185 Fax

Application for Employment

Note to Applicant: Please advise us in advance if you need any type of special accommodation to complete this Application for Employment form or to take any pre-employment test.

Qualified applicants are considered for all positions without regard to age, sex, race, color, religion, national origin, sexual orientation, disability, marital, or veteran status.

As a matter of policy, REM Services Inc. consistently check reference information, both educational and employment, of all final candidates. For this reason, it is essential that all information requested on the applicant and supplied by the applicant be accurate and complete.

Instructions: Please type or print in black ink. Be sure to answer all questions. If any question does not apply to you, answer with "No" or "Not Applicable" or (N/A).

Date _____

Position Applied for		Minimum Salary Requirement	
Who referred you to our company? <input type="checkbox"/> Mail In <input type="checkbox"/> Employment Agency <input type="checkbox"/> State Agency <input type="checkbox"/> Walk In <input type="checkbox"/> Employee Referral-Name _____ <input type="checkbox"/> Advertisement <input type="checkbox"/> Intra Company Referral <input type="checkbox"/> College Recruiting <input type="checkbox"/> Other _____			
Have you ever worked for this company before? <input type="checkbox"/> No <input type="checkbox"/> Yes	Where?		When?
Have you ever applied with this company before? <input type="checkbox"/> No <input type="checkbox"/> Yes	Where?		When?
On what date will you be available if your application for employment is accepted?	Would you accept employment in another city? <input type="checkbox"/> No <input type="checkbox"/> Yes	Preference	

GENERAL INFORMATION

Last Name	First	Middle	Social Security Number	
Present Address – Street		City	State	Zip Code
List address for previous 3 years if different from above – Street		City	State	Zip Code
Additional Previous Address, if Applicable – Street		City	State	Zip Code
Telephone Number and Area Code Home () Work ()		Are you prevented from becoming lawfully employed in the U.S. because of your visa or immigration status? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Have you ever pled no contest or been convicted of a felony, misdemeanor, or other crime? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain.		
Have you ever pled no contest or been convicted of a drug or alcohol related offense? (DUI, DWI, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain.		
Name of Person to be Notified in Case of Emergency			Area Code and Telephone Number ()	

Note: A drug-screening test is required for employment.

Government regulations require that we verify your identity and employment authorization (Form I-9) within three (3) working days of your date of hire. Please be prepared to submit proper documentation.

An Equal Opportunity Employer That Values Diversity

All employment for the previous 10 years must be covered below, including jobs held while in school or in the military. Record your present or last position first and list back in chronological order. Be sure to complete all questions for each job. Ask for additional form(s) if necessary. Please explain all periods of unemployment.

EMPLOYER NAME		DATES EMPLOYED (MO/YR)		SALARY	
ADDRESS		FROM:	TO:	STARTING:	LEAVING:
SUPERVISOR'S NAME, TITLE AND PHONE NUMBER				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION(S) HELD – BRIEFLY EXPLAIN YOUR DUTIES, RESPONSIBILITIES, AND NUMBER OF PEOPLE SUPERVISED:					
REASON FOR LEAVING					

EMPLOYER NAME		DATES EMPLOYED (MO/YR)		SALARY	
ADDRESS		FROM:	TO:	STARTING:	LEAVING:
SUPERVISOR'S NAME, TITLE AND PHONE NUMBER				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION(S) HELD – BRIEFLY EXPLAIN YOUR DUTIES, RESPONSIBILITIES, AND NUMBER OF PEOPLE SUPERVISED:					
REASON FOR LEAVING					

EMPLOYER NAME		DATES EMPLOYED (MO/YR)		SALARY	
ADDRESS		FROM:	TO:	STARTING:	LEAVING:
SUPERVISOR'S NAME, TITLE AND PHONE NUMBER				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION(S) HELD – BRIEFLY EXPLAIN YOUR DUTIES, RESPONSIBILITIES, AND NUMBER OF PEOPLE SUPERVISED:					
REASON FOR LEAVING					

EMPLOYER NAME		DATES EMPLOYED (MO/YR)		SALARY	
ADDRESS		FROM:	TO:	STARTING:	LEAVING:
SUPERVISOR'S NAME, TITLE AND PHONE NUMBER				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION(S) HELD – BRIEFLY EXPLAIN YOUR DUTIES, RESPONSIBILITIES, AND NUMBER OF PEOPLE SUPERVISED:					
REASON FOR LEAVING					

ACTIVITIES

List current membership in civic, professional, social, or other organizations.*

List past membership in civic, professional, social, or other organizations.*

List sports, hobbies, or other interests.*

*Exclude those that indicate race, color, sex, age, national origin, disability, religious preference, or marital status.

SUMMARY OF QUALIFICATIONS

This space is provided for you to briefly summarize any additional qualifications you believe are important in considering your Application for Employment.

APPLICANT'S STATEMENT

I certify that all statements made on this Application for Employment and in any subsequently executed medical questionnaire or any other employment documents are true and correct. I understand that any false information that I give may result in termination of my candidacy or any subsequent employment.

If an employee relationship is established, I understand that such employment is terminable at will, by either myself or REM Services Inc. and/or its subsidiaries or affiliates (the Company), at any time, for any reason, with or without cause, and with or without notice. I also understand that any period of employment is not for a specific duration. In addition, I understand that no one is authorized to make oral exceptions to this policy, and written exceptions are permitted only when they are signed by the President of REM Services Inc.

I understand that the Fair Credit Reporting Act, Public Law 91-508, requires that I be advised that routine inquiry may be made during the Company's initial or subsequent processing which will provide applicable information concerning character and general reputation. I also understand that upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided to me. I also understand that I am entitled to a free copy of the written report generated by the inquiry, if one is made.

I authorize the Company and its representatives to inquire of all former employers or others who know me or know of me. It is agreed and understood that the Company and its agents may conduct background evaluations including, but not limited to, criminal history checks from Federal, State or local authorities to ascertain any and all information of concern, whether same is of record or not, and I hereby expressly authorize such inquiries and release all employers and persons named herein from all liability for any damages on account of their furnishing such information.

(Massachusetts only) – It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

(Illinois only) – Applicants are not obligated to disclose sealed or expunged conviction or arrest records.

I authorize the Company and its representatives to inquire of all former employers or others who know me or know of me. It is agreed and understood that the Company and its agents may obtain information including, but not limited to, Department of Transportation (DOT) mandated Pre-employment, refusals to test, alcohol tests of >.04, other violations of the DOT alcohol and drug rules, and return to duty and follow-up testing compliance, as applicable, and I hereby expressly authorize such inquiries and release all employers and persons named herein from all liability for any damages on account of their furnishing such information. I acknowledge that any offer of employment is conditioned upon my taking a drug screen and the Company's receipt of satisfactory results of such a test and, if necessary to determine ability to perform essential duties of the position offered, the results of a physical examination.

I certify that I have read, understand, and agree to the above.

Applicant's Signature _____ Date _____

**Note: This Application for Employment will be considered active for 90 calendar days.
After 90 calendar days, you must reapply for available positions.**