**APPLICATION FOR EMPLOYMENT**

We appreciate your interest in Adalet. Adalet is an equal employment opportunity employer. The Company’s policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age, disability, or any other basis protected by applicable federal, state, or local laws. Adalet also prohibits harassment of applicants or employees based on any of these protected categories. It is also Adalet’s policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.

**Note to Applicants**: Smoking is prohibited in all indoor areas of Adalet unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

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| **G E N E R A L I N F O R M A T I O N** | | | | | | | | | |
| Please complete all requested information. Use ink and print. | | | | | | | | | |
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| Location |  | | Today’s Date | |  | **Position Applying For** |  | | |
| Name: (Last) | | (First) | | (Middle) | | **Minimum Salary Desired** | | | Date Available for Work |
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| Street Address | | | | | | Are you at least 18 years old?  Yes  No | | | |
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| City | | State | | Zip | | Telephone (Home) | | Telephone (Work) | |
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| Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record?  Yes  No  If yes, please provide the other name(s): | | | | | | Are you available to work overtime as needed?  Yes  No  If yes, are you available weekdays?  Yes  No  Weekends?  Yes  No | | | |
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| Have you previously worked for or applied for a position with Adalet, in any of our locations either as an employee or through an employment agency?  Yes  No  If yes, please explain when and, if employed, in what capacity: | | | | | | Do you have any relatives or friends now employed at Adalet? (An answer of “Yes” will not automatically disqualify you from the position for which you are applying.)  Yes  No  If yes, state name(s) and where they are located: | | | |
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| **P E R M I S S I O N T O W O R K** |
| Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)?  Yes  No |

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| **R E F E R R A L I N F O R M A T I O N** | | | |
| How did you learn about Adalet? | | | |
| Employment Agency (state name): |  | School (state name): |  |
| Reputation of Firm |  | Newspaper ad (name of paper): |  |
| Referral (state name): |  | Other: |  |

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| **W O R K E X P E R I E N C E** |

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| **Please explain any gaps in your employment** |  |
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**All employers including your current employer may be contacted to verify the information you provide**. May we contact your current employer prior to any offer of employment?  Yes  No

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| **W O R K E X P E R I E N C E (C O N T I N U E D)** |
| Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page. |

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| **1** | Company Name | Telephone | | | | |
|  |  | | | | |
|  | Address | Employed (Month and Year) | | | | |
|  | From |  | | To |  |
|  | Name, Title, and Phone Number of Supervisor | **Monthly Wages** | | | | |
|  | Start | |  | | |
|  | Last | |  | | |
|  | Job Title, and Work Responsibilities | Reason for Leaving: | | | | |
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| **2** | Company Name | Telephone | | | | |
|  |  | | | | |
|  | Address | Employed (Month and Year) | | | | |
|  | From |  | | To |  |
|  | Name, Title, and Phone Number of Supervisor | **Monthly Wages** | | | | |
|  | Start | |  | | |
|  | Last | |  | | |
|  | Job Title, and Work Responsibilities | Reason for Leaving: | | | | |
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| **3** | Company Name | Telephone | | | | |
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|  | Address | Employed (Month and Year) | | | | |
|  | From |  | | To |  |
|  | Name, Title, and Phone Number of Supervisor | **Monthly Wages** | | | | |
|  | Start | |  | | |
|  | Last | |  | | |
|  | Job Title, and Work Responsibilities | Reason for Leaving: | | | | |
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| **4** | Company Name | Telephone | | | | |
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|  | Address | Employed (Month and Year) | | | | |
|  | From |  | | To |  |
|  | Name, Title, and Phone Number of Supervisor | **Monthly Wages** | | | | |
|  | Start | |  | | |
|  | Last | |  | | |
|  | Job Title, and Work Responsibilities | Reason for Leaving: | | | | |
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| **P R O F E S S I O N A L R E F E R E N C E S** |

Individuals not related to you. Business references preferred.

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| **Name** | **Occupation** | **Phone** | **Address** | **Years Known and Capacity** |
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| **E D U C A T I O N & T R A I N I N G** |

Please include name, street, city, state and zip code for each school.

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| **School** | **Name and Location of School** | **Number of Years Completed** | **Degree** | **Type of Course/Major** |
| Graduate |  |  |  |  |
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| College |  |  |  |  |
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| High School |  |  |  |  |
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| Business/Trade/Technical |  |  |  |  |
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| **JOB-RELATED S K I L L S AND QUALIFICATIONS** |

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| Please summarize your job-related skills and qualifications: |  |
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| **CRIMINAL HISTORY INFORMATION** |

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| **BEFORE answering the following question, please read the State Specific Instructions below if you reside in, or are applying for a position in, Baltimore (Maryland), California, Connecticut, Georgia, Hawaii, Massachusetts, Michigan, Minnesota, Nebraska, Nevada, New York, Newark (New Jersey), Ohio, Pennsylvania, Rhode Island or Washington.**  **\*\*BALTIMORE (MARYLAND), HAWAII, MASSACHUSETTS, MINNESOTA, BUFFALO (NEW YORK), NEWARK (NEW JERSEY), PHILADELPHIA (PENNSYLVANIA), ROCHESTER (NEW YORK), RHODE ISLAND, San Francisco (CALIFORNIA) and Seattle (WASHINGTON) APPLICANTS: DO NOT ANSWER THE QUESTION BELOW AT THIS TIME.**  Please note that you do NOT have to identify a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order.  Please note that answering “Yes” to this question will not automatically bar you from employment. Only those crimes which are substantially related to the position you are seeking will be considered.  Have you ever been convicted of a crime?  Yes  No  If you answered “Yes,” please provide the following additional information:  Nature of offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Misdemeanor  Felony  Year of conviction:\_\_\_\_\_\_\_\_\_  County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  If, subject to the State-Specific Instructions below, you have more than one conviction, please use additional paper to provide the information requested above. |

| **STATE-SPECIFIC INSTRUCTIONS FOR ANSWERING CRIMINAL HISTORY INQUIRY** |
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| **Ohio Applicants:**  Do not report any arrest or conviction for a minor misdemeanor drug violation as defined under Ohio Rev. Code 2925.11. |

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| **THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND**  **ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.**  Initial: I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.  Initial: I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, **I will be an at-will employee**, meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the CEO of Scott Fetzer, and no manager, supervisor, or other representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the CEO, any such agreements must be in writing and signed by the [insert position listed above] and by me or my authorized representative.  Initial: I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Adalet.  Initial: I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.  Initial: I understand that the Company may share the information contained in this application with other Company employees for employment and administrative purposes and hereby consent to such transfer.  Initial: I hereby authorize, to the extent allowed by applicable federal state and local laws, Adalet to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to the Company information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.  Initial: I understand and expressly agree that if employed by the Company, storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.  Initial: I agree to undergo a pre-employment physical examination consistent with federal and state law.  Initial: I agree to submit to legally permissible drug testing upon an offer of employment from Adalet and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.  Initial: I understand that Adalet, has an arbitration procedure governed by the Federal Arbitration Act, 9 U.S.C. sections 1 et seq. The arbitration procedure applies to claims brought by me against [Company Name] or by [Company Name] against me. I agree that any claim arising out of or relating to the application process, including, without limitation, a claim alleging unlawful discrimination and/or harassment, and any claim arising out of or relating to my employment or its termination (if I am offered and accept employment), including, without limitation, a claim of unfair business practices, unlawful employment discrimination, harassment, wrongful demotion and/or wrongful termination, will be presented to a neutral arbitrator for final and binding decision in accordance with procedures adopted by Adalet. These procedures do not prevent me from filing a claim or charge with the Equal Employment Opportunity Commission, U.S. Department of Labor or National Labor Relations Board. Nor do these procedures prevent me from making a claim for workers compensation or state disability benefits or unemployment insurance. I understand and agree that I may review Adalet's arbitration procedures before submitting this application for employment by making a written request for a copy of those procedures from Adalet, 4801 W. 150th street, Cleveland, OH 44111.  ***THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO CIVIL COURT ACTIONS FOR A CLAIM SUBJECT TO ARBITRATION. ONLY THE ARBITRATOR, NOT A JUDGE OR JURY, WILL DECIDE THE CLAIM OR DISPUTE.***  **My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.**    APPLICANT'S SIGNATURE DATE  This application will only be considered for 30 days. If you have not been hired within 30 days of submitting this application and you wish to continue to be considered for employment, you must complete another application. |

| **A P P L I C A N T ’S S T A T E M E N T & A C K N O W L E D G M E N T** |
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