



## APPLICATION FOR EMPLOYMENT

IRG is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination on the basis of race, religion, color, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, family responsibility, matriculation, political affiliation, pregnancy, gender identity or expression, genetic information, use of tobacco or tobacco products, or veteran status.

|                                      |   |                   |           |                            |                           |
|--------------------------------------|---|-------------------|-----------|----------------------------|---------------------------|
| P<br>E<br>R<br>S<br>O<br>N<br>A<br>L | <b>Last Name</b>                            | <b>First Name</b> | <b>MI</b> | <b>Social Security No.</b> | <b>Date</b>               |
|                                      | <b>Street Address</b>                       |                   |           |                            | <b>Home Telephone</b>     |
|                                      | <b>City, State, Zip</b>                     |                   |           |                            | #(    )                   |
|                                      | <b>Position Applying For:</b>               |                   |           |                            | <b>Business Telephone</b> |
|                                      | <b>When will you be available to begin?</b> |                   |           |                            | #(    )                   |
|                                      |   |                   |           | <b>Expected Salary</b>     |                           |
|                                      |   |                   |           | \$                         |                           |

|   |                                 |                          |                        |                         |                          |
|---|---------------------------------|--------------------------|------------------------|-------------------------|--------------------------|
| E<br>D<br>U<br>C<br>A<br>T<br>I<br>O<br>N | <b>School</b>                   | <b>Name and Location</b> | <b>Course of Study</b> | <b>Did you Graduate</b> | <b>Degree or Diploma</b> |
|   | <b>Graduate</b>                 |                          |                        |                         |                          |
|   | <b>College</b>                  |                          |                        |                         |                          |
|   | <b>Business/Trade Technical</b> |                          |                        |                         |                          |
|   | <b>High School</b>              |                          |                        |                         |                          |

|                          |                               |
|--------------------------|-------------------------------|
| U.S. MILITARY SERVICE    |                               |
| <b>Branch:</b>           | <b>Highest Rank Achieved:</b> |
| <b>Dates of Service:</b> |                               |
| <b>Duties:</b>           |                               |



**Please list any references you would like us to contact:**

| Name / E-Mail | Phone # | Relationship | Personal/ Professional |
|---------------|---------|--------------|------------------------|
|               |         |              |                        |
|               |         |              |                        |
|               |         |              |                        |
|               |         |              |                        |

Upon employment with IRG, can you submit verification of your legal right to work in the U.S.?

Yes    No

Please list any position related knowledge, skills or abilities:

Have you ever been convicted of, plead no contest to, or are you awaiting trial for a violation of the law (including driving under the influence) not including minor traffic violations?

The fact that you are awaiting trial or have a record of conviction will not necessarily bar you from employment.

Yes    No   If "Yes", please explain (including Location and Date):

Have you signed a non-compete agreement or other similar contract that may restrict your ability to work for a former employer's competitors or clients?

Yes    No   If "Yes", you will be required to provide a copy of this application.

*I, the undersigned, do hereby attest that the above information supplied and any accompanying documents supplied for consideration for employment are true and complete and that no material information which would be pertinent in determining my qualifications for the position has been withheld. I understand that any false or misleading information is cause for immediate dismissal.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

**As An Applicant You Agree to And Understand The Following:**

I hereby authorize International Resources Group to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by International Resources Group to provide any relevant information regarding my current and/or previous employment and I release all persons schools and employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of International Resources Group. I understand that nothing contained in this application, or conveyed during any interview that may be granted is intended to create an employment contract.

I understand that acceptance of an offer of employment does not create a contractual obligation up the employer to continue to employ me in the future and acknowledge that any employment relationship with International Resources Group is of an “at will” nature in which either party is free to terminate for any reason. It is further understood that this “at will” employment relationship may not be changed by a written document or by conduct unless such a change is specially acknowledged in writing by an authorized officer of International Resources Group.

I have read and understand the above Agreement. This application is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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***For Employer Use Only***

Offer Extended     Yes     No

Position: \_\_\_\_\_

Department: \_\_\_\_\_

## APPLICANT BACKGROUND QUESTIONNAIRE

IRG is requesting your completion of this form to assist the company in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. IRG will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. IRG will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

**This information will have no effect on hiring decisions.**

### PLEASE COMPLETE THE FOLLOWING:

|  |
|--|
| Name:                                  |
| Sex:        ___ Male        ___ Female |
| Title or Position for which applying:  |

### SOURCE OF INFORMATION ABOUT THIS VACANCY:

(Check all that apply)

- |  |  |
|--|--|
| ___ 1. Magazine: _____                               | ___ 7. Federal, State, or Local Job Info. Center |
| ___ 2. Newspaper: _____                              | ___ 8. Friend or Relative Working for IRG        |
| ___ 3. IRG Website                                   | ___ 9. Internet                                  |
| ___ 4. Job Fair                                      | ___ 10. Federal/DOL Jobs line                    |
| ___ 5. International Career Employment Weekly (ICEW) | ___ 11. Other                                    |
| ___ 6. Development Executive Group                   |  |

## ETHNIC OR RACE SELF-IDENTIFICATION

Please read the descriptions, and then mark one or more races to indicate what you consider yourself to be.

- Hispanic or Latino      A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native      A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian      A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American      A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or other Pacific Islander      A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White      A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races      All persons who identify with more than one of the above races.

**I do not wish to Self-Identify:**

**Signature:** \_\_\_\_\_