

## EMPLOYMENT APPLICATION

**Applicant's Full Name:** \_\_\_\_\_  
[First] [Last] [M.I.]

**Cell Number:** (\_\_\_\_) \_\_\_\_\_ **Alternate Contact Number:** (\_\_\_\_) \_\_\_\_\_

**Interview Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Interview Time:** \_\_\_\_:\_\_\_\_ AM/PM (Completed by Staff)

### How did you hear about SpaceBound?

- Cleveland.com
- College Name of School: \_\_\_\_\_
- Friend or Family Member
- Indeed.com
- Internet Web Site: \_\_\_\_\_
- Job Fair Location / School: \_\_\_\_\_
- Monster.com
- Morning Journal
- Plain Dealer
- Recruiter: \_\_\_\_\_
- Rural Urban
- SpaceBound Employee: \_\_\_\_\_
- The Chronicle
- Other Please Specify: \_\_\_\_\_

### Which position are you applying for?

- Accounting
- Administrative Assistant
- Cleaning
- Customer Service / Tech Support
- Executive Assistant
- Maintenance
- Marketing
- .Net Web & Application Developer
- Sales
- Systems/Network Administrator
- Warehouse
- Other** Please Specify: \_\_\_\_\_

**Application for Employment** (This portion must be completed even if a resume was submitted)

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and or interview process should contact a representative of the Personnel Department.

[PLEASE PRINT]

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Number/Street City State Zip Code

If necessary, best time to call you at home: \_\_\_\_\_: \_\_\_\_\_ am / pm  
May we contact you at work? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, work number and best time to call: (\_\_\_\_)\_\_\_\_\_ \_\_\_\_\_: \_\_\_\_\_ am / pm

If you are under 18, can you furnish a work permit? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you filed an application here before? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, please provide date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have you ever been employed by this Company before? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, please provide dates From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you eligible for employment in this country? \_\_\_\_\_ YES \_\_\_\_\_ NO

Date available for work? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Type of employment desired? \_\_\_\_\_ F/T \_\_\_\_\_ P/T \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_ Intern

Are you on layoff and subject to recall? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will you relocate if the job requires it? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will you travel if required by job? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you able to meet the attendance requirements of the position? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will you work overtime if required? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are there any restrictions that would inhibit you from doing the job based on the qualifications: \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, please explain: \_\_\_\_\_

Driver's license number \_\_\_\_\_ State \_\_\_\_\_

# EMPLOYMENT HISTORY

[All areas in each section must be completed] List your last three (3) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

## 1. Employer

Current Telephone No. w/ Area Code      Address

Dates Employed (From/To) - Year Must be Included

Hourly Rate/Salary (Starting)

Hourly Rate/Salary (Final)

Job Title

Immediate Supervisor's Name and Title

Reason for leaving (please provide reason)

May we contact for reference?     YES     NO

If yes, phone number: (\_\_\_\_) \_\_\_\_\_

Summarize the nature of the work performed and the job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 2. Employer

Current Telephone No. w/ Area Code      Address

Dates Employed (From/To) - Year Must be Included

Hourly Rate/Salary (Starting)

Hourly Rate/Salary (Final)

Job Title

Immediate Supervisor's Name and Title

Reason for leaving (please provide reason)

May we contact for reference?     YES     NO

If yes, phone number: (\_\_\_\_) \_\_\_\_\_

Summarize the nature of the work performed and the job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 3. Employer

Current Telephone No. w/ Area Code      Address

Dates Employed (From/To) - Year Must be Included

Hourly Rate/Salary (Starting)

Hourly Rate/Salary (Final)

Job Title

Immediate Supervisor's Name and Title

Reason for leaving (please provide reason)

May we contact for reference?     YES     NO

If yes, phone number: (\_\_\_\_) \_\_\_\_\_

Summarize the nature of the work performed and the job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Comments (include explanation of any gaps in employment): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Skills and Qualifications:

Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position in which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATIONAL BACKGROUND

List the last three (3) schools you attended - starting with most recent

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School	Years Completed	Degree/Diploma	GPA/Class Rank	Major	Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

<u>Language</u>	<u>Speak Some</u>	<u>Speak Fluently</u>	<u>Read</u>	<u>Write</u>

## REFERENCES

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are *not* related to you.

Name	Telephone No. w/ Area Code	Years Known	Relationship

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List professional, trade, business, or civic associations and any offices held (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other protected status.)

<u>Organization</u>	<u>Office Held</u>

List special accomplishments, publications, awards (Exclude information, which would reveal sex, race, religion, national origin, age, color, disability or any other protected status)

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List any other information you would like us to consider:

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# SpaceBound, Inc.

280 Opportunity Way  
LaGrange, Ohio 44050  
Voice: 440-355-8008 Fax: 440-355-8009

## [To be completed if candidate is offered the job]

I, \_\_\_\_\_, understand that SpaceBound, Inc. and or its authorized agents/third parties reserve the right to conduct a background check prior to my employment. I also understand that I must have a valid driver's license in Ohio with no more than two (2) moving violations and/or at-fault accidents on my driving record in the past three (3) years, no drug or alcohol related convictions on my driving record in the past five (5) years, e.g., (DUI/DWI), I must be at least 18 years old, and I must be authorized to work in the U.S. and not require sponsorship now or in the future.

I hereby release and hold harmless from any liability any person, Company, and/or agency/third party releasing information about myself. This information includes, but is not limited to criminal history, driving record, work/payroll history, credit/financial history, and/or any and all personal information about myself if SpaceBound, Inc. decides to conduct an annual background check.

I further hereby release and hold harmless SpaceBound, Inc. or any of its subsidiaries from any and all liability concerning this annual background check.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please Print Full Name: [Do not list nickname or informal first name]

First: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Please Sign Your Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street Number and Street Name)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(City) (State) (Zip) (County)

List Previous Address ***if you have not lived at the above address for more than three (3) years:***

\_\_\_\_\_  
(Street)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(City) (State) (Zip) (County)

Home Telephone Number: (\_\_\_\_)\_\_\_\_\_ Cell Telephone Number: (\_\_\_\_)\_\_\_\_\_