

## EMPLOYMENT APPLICATION

Note: Pardo International will not consider incomplete or unsolicited

applications Position you are seeking (you must fill out one application for each position you are applying for)

How did you learn about this position?

- Advertisement (specify source) \_\_\_\_\_
  Friend
  Employment Dept  
 Walk-In
  Website
  Other: \_\_\_\_\_

Name	Last	First	Middle
Address		Phone #	Email
City	Country	State	Zip

Have you ever filed an application with Pardo before? - Yes - No  
 If yes, please give date: \_\_\_\_\_

Do any of your friends or relatives, other than a spouse work here? - Yes - No  
 If yes, please give name, relationship and position: \_\_\_\_\_

Have you ever been employed with Pardo before? - Yes - No  
 If yes, please give date and position: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No  
 If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

Are you a US citizen?  Yes  No  
 If not a US citizen, do you have proof of your legal right to accept employment?  Yes  No

Are you currently employed?  Yes  No  
 If yes, may we contact your current employer?  Yes  No

Are you currently on lay-off status and subject to recall? - Yes - No

Will you travel if a job requires it? - Yes - No

To work with us you will need to make calls to the USA. Can you obtain a Skype Phone Line to perform your work? - Yes - No

Have you ever been convicted of a crime? - Yes - No  
 If yes, please give date and reason for conviction: \_\_\_\_\_  
(All positions at Pardo are subject to a Criminal Background Check.)

Are you capable of performing, with or without reasonable accommodation?  
 the essential duties of the job for which you are applying? (Do not answer unless Yes No you have read the job description.) - -

Date available for work: \_\_\_\_\_

Do you have a Computer and Internet Connection at home? \_\_\_\_\_

Please check your availability to work:

Regular Full-Time
  Regular Part-Time at \_\_\_\_ hours/week  
 Temp/Seasonal Full-Time
  Temp/Seasonal Part-Time at \_\_\_\_ hours/week  
 Morning
  Afternoons
  Evenings
  Weekends
  Sundays

### Education & Training

School	Name, City & State of School	Course of Study	# years	Diploma/Degree
High School				Yes No
Undergraduate School				Yes No
Graduate School				Yes No
Other (Specify)				Yes No

Please state any additional information and skills you feel may be helpful to us in considering your application: \_\_\_\_\_

**Work Experience – Complete this section even if you are attaching a resume**

Begin with your current or last job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:

**Professional/Business References – Please do not include family members.**

Name	Address & Phone Number	Occupation
1.		
2.		
3.		

**Applicant's Certification – Please read this carefully before signing the application!**

- > Pardo is an equal opportunity employer and will consider applicants for all positions without regard to race, age, color, religion, marital status, nation origin, disability, veteran status or any other legally protected status.
- > No applicant will be rejected as a result of any impairment, which, with reasonable accommodation, does not prevent performance of the work.
- > Pardo will not tolerate sexual harassment or harassment on the basis of any protected class status in the workplace.
- > I understand that, if selected, I will be required to provide proof of my identity and legal right to work in the United States prior to actual employment at Pardo.
- > I certify that I have answered truthfully and have not knowingly withheld information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to Pardo may result in immediate termination of my employment.
- > I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give Pardo's representative's any and all information regarding me and my previous employment. I release Pardo and all previous employers and supervisors from liability for any damages that may result from furnishing information to Pardo International Group.
- > In consideration of my employment, I agree to adhere to all existing and future instructions, rules and policies of Pardo. I also understand that Pardo reserves the right to change wages but not pre-established Commission %, hours and working conditions as deemed necessary and that no representative of Pardo has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.
- > I understand that all employees of Pardo with respect to length of employment are considered to be "at will." This means that I may terminate my employment with Pardo at any time, without notice, without liability, for any extended period. Similarly, Pardo may terminate my employment with Pardo at any time without notice, without liability, for any extended period. There is no guaranteed length of employment for any employee. Similarly, any representation by any agent or employee of Pardo to the contrary is not authorized or binding upon Pardo unless in writing and signed by the President of Pardo International Group Corporation.

I have read and reviewed the above certification statements and other information provided on the application.

Applicants Signature: \_\_\_\_\_

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