



Esphera Concepts LLC
 5100 San Francisco Rd N.E.
 Suite C
 Albuquerque, NM 87109
 Phone: 505-503-1122

EMPLOYMENT APPLICATION

APPLICANT INFORMATION											
Last Name			First Name			Middle Name					
Street Address					Apartment/Unit #						
City			State			ZIP					
Phone			E-mail Address								
Date Available		Social Security No. <small>[Leave blank if transmitting electronically]</small>			Desired Salary						
Position Applied for											
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this Company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Were you referred by staff of this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Security Clearance		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Agency/Department				Type/Level			
EDUCATION (PROVIDE EDUCATION HISTORY BASED ON REQUIREMENTS OF JOB SOUGHT)											
High School			Address								
Did you graduate?			YES <input type="checkbox"/>	NO <input type="checkbox"/>							
College			Address								
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Other			Address								
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
REFERENCES											
<i>Please list three professional references.</i>											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											



PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND EMPLOYMENT APPLICATION UNDERSTANDING

PLEASE READ THE FOLLOWING BEFORE SIGNING. THIS CONTAINS TERMS AND CONDITIONS THAT AFFECT YOUR APPLICATION AND POSSIBLE EMPLOYMENT.

In exchange for consideration of this application and my possible employment with Esphera, I agree to the following terms and conditions:

1. Authorization and Release. I authorize Esphera to conduct an investigation of my qualifications for employment. I realize that the investigation will include contacting prior employers or other third party agencies to release all information about me to Esphera, and I release them from liability unless I have indicated otherwise on this form. I release any and all persons and parties connected with the investigation from any and all claims or damages arising from the furnishing of information as part of that investigation.



2. Employment At-Will. I understand that employment with Esphera is at-will. I further acknowledge that Esphera's policies, manuals, or other similar documents are meant to explain benefits or policies and that they do not change the terms of my employment at-will. I understand that at any time or for any or no reason I may resign my position or Esphera may terminate my employment.

3. Drug-Free Workplace. Esphera is committed to providing a safe work environment and to employing a workforce free from the use of illegal drugs and abuse of alcohol.

4. Criminal Record Check. I understand that in conjunction with my application for employment, Esphera has the right to conduct a criminal record check based on the requirements of the position for which I am applying.

5. Job-Related Testing. I understand that Esphera may use testing to determine if I am qualified to perform the essential functions of the position for which I am applying.

6. Confidential Information. During and after employment with Esphera, I will not divulge, or appropriate for my own use or for the use by others, any knowledge or information obtained by me during my employment and considered by Esphera to be confidential.

I certify that my answers on this application are true, accurate and complete to the best of my knowledge. I understand that any omission of information requested by Esphera or any false or misleading information that I furnish in connection with this application of employment, including any authorizations given, may result in rejection of my application or termination of my employment. I certify that I have read and agree to the above terms.

Signature

Date

Please submit this form **and** a copy of your resume to hr@espheraconcepts.com