



## APPLICATION FOR EMPLOYMENT

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**APPLICANT'S STATEMENT:** I understand that the Company is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, citizenship status, service member status, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the Company or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the Company. I also authorize the Company to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless for providing such information.

I understand that the Company reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the Company or its designee. I release the Company and its designee from any and all liability and damages that may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other Company documents are not promises of employment. Should I be employed, I understand that my employment will be on a trial period for six months from the date of my hiring and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice and that the Company has a similar right. I understand that no manager, representative, or agent of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the General Manager may do so in writing.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Company's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I certify that I have received a separate written notification that the Company may obtain a "consumer report" (for example, criminal history, driving records, etc.) on me for use in connection with my application and, if I am hired, my employment. I authorize the Company to obtain this report.

This application will be considered "active" for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.**

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

**Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.**

**PERSONAL DATA**

Last Name	First Name	Middle Name	E-Mail Address
Present Address Street and Number City, State, Zip		How long have you lived there: Years _____ Months _____	
Previous Address Street and Number City, State, Zip		How long have you lived there: Years _____ Months _____	
Telephone Number(s) (Home, Cell, other)			
What type of Position (Job Title) are you seeking?			
<input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Full-time <input type="checkbox"/> Temp-to-hire		Are you a Notary Public in GA ? <input type="checkbox"/> Yes <input type="checkbox"/> No (date of expiration _____)	
Would you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any geographical preferences?			
Have you ever applied with Cambridge before? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever worked for Cambridge before? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**CURRENT AND PREVIOUS EMPLOYMENT**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time, seasonal and all other employment. If self-employed, give company name and supply business references. If you need more space, use a separate sheet of paper. DO NOT ANSWER "SEE RESUME." Fill out this form **completely**.

<b>Employer 1</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	<b>Were you ever disciplined? If so, for what?</b>
<b>Reason for Leaving</b>				
<b>Employer 2</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	<b>Were you ever disciplined? If so, for what?</b>
<b>Reason for Leaving</b>				
<b>Employer 3</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	<b>Were you ever disciplined? If so, for what?</b>
<b>Reason for Leaving</b>				
<b>Employer 4</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	<b>Were you ever disciplined? If so, for what?</b>
<b>Reason for Leaving</b>				

**BACKGROUND INFORMATION**

How many days of scheduled work did you miss in the last 24 months, not including vacations, holidays and other approved leave? \_\_\_\_\_

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment.

\_\_\_\_\_

\_\_\_\_\_

List any other names which you may have used and which will be necessary to verify prior to your employment: \_\_\_\_\_

\_\_\_\_\_

If hired, can you provide proof that you are legally entitled to work in the U.S.?  Yes  No

If not, what steps must be taken for you to begin employment lawfully? \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?  Yes  No

If yes, please explain circumstances (use a separate sheet of paper if necessary): \_\_\_\_\_

\_\_\_\_\_

May we contact your current employer?  Yes  No

If no, please explain: \_\_\_\_\_

Have you ever worked for this Company or a related entity?  Yes  No

If yes, please give dates, position and location: \_\_\_\_\_

Do you have any friends or relatives working here or for a related entity?  Yes  No

If yes, Name(s), relationship and location: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime?  Yes  No

Are any charges currently pending against you?  Yes  No

Has any adjudication ever been withheld?  Yes  No

(NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment.) If you answered yes to any of the preceding questions, please give dates and details:

\_\_\_\_\_

Do you have any commitments to any other employer which may affect your employment?  Yes  No

If yes, explain: \_\_\_\_\_

**EDUCATION**

Education	Years Completed (Circle)	School Name & Location (City, State)	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				

**OTHER INFORMATION**

Please describe any other experience that you have which would be relevant to the job for which you are applying:


**CONFIDENTIALITY AGREEMENT (LEGAL POSITIONS ONLY)**

Privileged And Confidential Communications

Clients communicated to their lawyers much that they want held in the strictest of privacy. The law classifies these communications as "privileged." That means that normally even a court cannot compel a lawyer to disclose confidential information unless the client agrees. This privilege exists so that all clients will feel free to consult without fear that what they may have said to their lawyer in confidence will ever be used to their disadvantage. The counterpart of this privilege is that the lawyer must not, without permission, disclose to others what has been communicated in confidence. A violation of this rule is a grave breach of professional ethics that may lead to disciplinary proceedings against the lawyer and even to disbarment.

The practice of law involves not only lawyers, but also assistants, administrative assistants, support staff, and often, numerous outside consultants and others. Accordingly, preservation of the confidentiality of client information and the Firm's work product are among the highest obligations of all parties involved. Confidential information is frequently communicated within the Firm and outside parties often have access to documents to which the privilege applies. All personnel affiliated with the Firm are charged with the same duty to keep this information confidential.

All work performed on behalf of the Firm's client should be deemed presumptively confidential and subject to the attorney-clients and work-product privilege. Personnel affiliated with the Firm should avoid and discussion of substantive work of the Firm with co-workers, friends, or family. All affiliated personnel should be aware that the confidences and privileges belong ultimately to the Firm's clients and not to them personally, and should recognize that they may not waive or breach those confidences or privileges in any respect, and that this obligation to maintain the confidentiality of such information continues even if their affiliation with the Firm should cease.

Trading In Securities Of Publicly Owned Companies

In the course of your affiliation with the Firm, you may become aware of material, non-public information concerning clients and prospective clients or other individuals or companies with which the Firm or it's clients contemplate dealings. The federal securities laws impose criminal and civil penalties both (i) on any individual who trades in a company's stock or securities while in possession of material, non-public information and (ii) on a "tippee", i.e., anyone who discloses material, non-public information to someone else so as to enable that "tippee" to trade in stock or securities of the company. These potential criminal and civil penalties include:

- 1. A jail term of up to 10 years;
- 2. A criminal fine of up to \$1,000,000 for individuals and \$2,500,000 for corporations; and
- 3. A civil penalty of up to three times the profit gained or loss avoided.

In addition, penalties can be imposed on persons, such as the Firm or its affiliates, who through its supervisors: (i) know or recklessly disregarded the fact that an employee or other person affiliated with the Firm was likely to engage in insider trading violations and (ii) failed to take appropriate actions to prevent or detect the violation. These penalties can be up to \$1,000,000 or three times the profit gained or loss avoided, if greater.

To help avoid these consequences to the Firm, its personnel, and affiliates, the following practices have been designed which all those affiliated with the Firm are required to follow:

- 1. Information about a client or any other company about which the information was obtained in the course of the Firm's business shall not be revealed to any other person, including a family member.
- 2. Securities of a client or any public company about which the information was obtained in the course of the Firm's business shall not be purchased or sold when the purchaser or seller knows of material, non-public information about the company. This prohibition applies regardless of the dollar amount of the trade or the source of the non-public information.

**PLACEMENT AGREEMENT**

Applicant Agrees to notify Cambridge Professional Group or any of its operating divisions (Cambridge) by telephone of any temporary placements scheduled or permanent position offered by Cambridge clients who are law firms, corporations or any other users of Cambridge's services (Clients), subsequent to Cambridge booking temporary placements or interviews for Applicant with Clients within a twelve (12) month period (Referral Period). The Referral Period begins at the end of last temporary placement, or initial presentation of Applicant to Client for a temporary or permanent position whichever is later.

Cambridge is entitled to bill Clients for any temporary time Applicant works if Applicant returns to the Client during the Referral Period. Cambridge is entitled to bill Clients a placement fee if Applicant accepts a permanent position (full or part-time) during the Referral Period.

If Applicant accepts a temporary placement Applicant agrees to deliver a time sheet signed by an authorized representative of the Client to Cambridge weekly but no later than Monday at noon of the following pay week. Applicant understands if Cambridge does not receive time sheet by Mondays at noon of the week following assignment, paycheck will not be issued that week and may be expected on Thursday of the following week.

Further, Applicant understands that confidentiality of any Client information obtained while on temporary placement or interview is critical and will not discuss any and all matters to which Applicant may be privy with anyone without the Clients consent.

Applicant agrees that Applicant will not disclose information received from Cambridge about an available position to any other person without consent of Cambridge.

Applicant acknowledges that they have read and understand and agree to adhere to the provisions concerning confidentiality or client information and trading in the securities of publicly owned companies.

Applicant understands that failure to adhere to these policies and procedures can/will result in the immediate termination of Applicant's arrangement with Cambridge.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**APPLICANT'S Disclosure & Consent RELEASE OF INFORMATION**

**APPLICANT INFORMATION** (Please Print)

**Cambridge Professional Group – Atlanta Account Number: 101-101696**

Applicant Name: (First Middle Last)	Current Address: (street address)		
Other Name(s) Used: (like Maiden)	City:	State:	Zip:
Gender: * Male      Female	Former Address: (1)		
Social Security No:*	City:	State:	Zip:
Drivers License No:*	Former Address: (2)		
Date of Birth: *      Place of Birth: (City, State, Country)	City:	State:	Zip:

\* This information will be used for purposes of background screening only and will not be used in making any employment decisions.

**NOTICE AND ACKNOWLEDGMENT** [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates, including motor vehicle record (or "driving record") checks, workers compensation records, credit bureau files, employment references, personal references, drug screening, any educational and licensing institution or military branch and to receive any criminal record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in Georgia or any other State. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by [the consumer reporting agency], another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

**APPLICANT:**

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

Print Name: \_\_\_\_\_



Fax to (770) 984-8997