

# THE NEWTON GROUP, INC.

**Attn: Human Resources; PO Box 900; Newton, IA 50208; jobs@newtonpro.com**

**Employment Application:** As an equal opportunity employer, The Newton Group, Inc. does not discriminate in hiring or terms and conditions of employment because of an individual's race, color, religion, gender, national origin, citizenship, age, disability, sexual orientation or marital status. The Newton Group, Inc. only hires individuals authorized for employment in the United States.

**Application Date:** \_\_\_\_\_

**GENERAL INFORMATION:** Please complete all requested information. Use ink and print.

|  |  |   |                                 |  |                |  |
|--|--|---|---------------------------------|--|----------------|--|
| Last Name  |  | First Name  |                                 |  | Middle Initial |  |
| Street Address   |  |   | City                            | State  | Zip Code       |  |
| Home Phone Number  |  |   | Cell Phone Number               |  |                |  |
| Email Address  |  |   |                                 | Are you at least 18 years old <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |                |  |
|  |  |   |                                 | Are you at least 16 years old <input type="checkbox"/> Yes <input type="checkbox"/> No                             |                |  |
| Have you been known by any other name that we will require to verify any of the information on this application <input type="checkbox"/> Yes <input type="checkbox"/> No |  |   | If yes, please list other names |  |                |  |
| Position applying for  |  | Schedule Desired<br><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal |                                 | Date available to start  |                |  |
| Are you willing to work an irregular schedule, overtime, on different shifts and on weekends when necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No    |  |   | If no, please explain           |  |                |  |

**EMPLOYMENT HISTORY:** Most recent employment first. May we contact your current employer?  Yes  No

|                    |                   |      |                    |   |                        |                 |               |
|--------------------|-------------------|------|--------------------|---|------------------------|-----------------|---------------|
| Employer           |                   |      |                    | Starting Position   |                        | Starting Salary |               |
| Street Address     |                   | City | State              | Zip Code  | Most Recent Position   |                 | Ending Salary |
| Phone              | Supervisor's Name |      | Supervisor's Title |   | List your Major Duties |                 |               |
| Reason for Leaving |                   |      |                    | Dates of Employment<br>Start:     /     End:     /<br>Mth   Yr            Mth    Yr |                        |                 |               |

|                    |                   |      |                    |   |                        |                 |               |
|--------------------|-------------------|------|--------------------|---|------------------------|-----------------|---------------|
| Employer           |                   |      |                    | Starting Position   |                        | Starting Salary |               |
| Street Address     |                   | City | State              | Zip Code  | Most Recent Position   |                 | Ending Salary |
| Phone              | Supervisor's Name |      | Supervisor's Title |   | List your Major Duties |                 |               |
| Reason for Leaving |                   |      |                    | Dates of Employment<br>Start:     /     End:     /<br>Mth   Yr            Mth    Yr |                        |                 |               |

|                    |                   |      |                    |   |                        |                 |               |
|--------------------|-------------------|------|--------------------|---|------------------------|-----------------|---------------|
| Employer           |                   |      |                    | Starting Position   |                        | Starting Salary |               |
| Street Address     |                   | City | State              | Zip Code  | Most Recent Position   |                 | Ending Salary |
| Phone              | Supervisor's Name |      | Supervisor's Title |   | List your Major Duties |                 |               |
| Reason for Leaving |                   |      |                    | Dates of Employment<br>Start:     /     End:     /<br>Mth   Yr            Mth    Yr |                        |                 |               |

**REFERENCES:** Please provide the name, address and phone number of three business references, other than present/former employers, who are not related to you.

|        |                   |                |            |      |                                 |          |
|--------|-------------------|----------------|------------|------|---------------------------------|----------|
| Name   |                   | Street Address |            | City | State                           | Zip Code |
| Phone: | Email (if known): |                | Job Title: |      | How Acquainted and For How Long |          |
| Name   |                   | Street Address |            | City | State                           | Zip Code |
| Phone: | Email (if known): |                | Job Title: |      | How Acquainted and For How Long |          |
| Name   |                   | Street Address |            | City | State                           | Zip Code |
| Phone: | Email (if known): |                | Job Title: |      | How Acquainted and For How Long |          |

**EDUCATION & TRAINING:** Please include name, city, and state for each school

| School Name         | Location (City, State) |       | Did you Graduate   | GPA | Major Degree or Total Hours |
|---------------------|------------------------|-------|--|-----|-----------------------------|
| HIGH SCHOOL         | CITY                   | STATE | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |                             |
| COLLEGE             | CITY                   | STATE | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |                             |
| ADDITIONAL TRAINING | CITY                   | STATE | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |                             |

Indicate the job skills which you have performed:  Typing/Keyboard \_\_\_\_\_ WPM       10-key:  By Touch /  By Sight (Check one)

Computers/Software:

Other:

**MISCELLANEOUS:**

Have you ever been dismissed or forced to resign from any employment?  Yes  No  
If yes, please explain:

Have you been convicted of a felony crime or theft-related misdemeanor within the last 7 years that has not been expunged, sealed, impounded or annulled?  Yes  No  
If yes, state details: Convictions will not necessarily disqualify applicant; each case is considered individually.

List names of friends and relatives now employed by The Newton Group, Inc.

At the Newton Group Inc. a good attendance record is an important part of every employee's overall performance. Have you ever been counseled or disciplined for being late from work or school?  Yes  No If yes, please explain

**PERMISSION TO WORK:**

Are you legally authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H1-B Status)?  Yes  No

**REFERRAL SOURCE:**

Walk-in Applicant     Newspaper Ad     Employee Referral (Name) \_\_\_\_\_

Community Organization (Name) \_\_\_\_\_     School/College

Website (Name) \_\_\_\_\_     Other (Please List) \_\_\_\_\_

**ADDITIONAL QUESTIONS:**

Why are you interested in working for our company?

What strengths would you bring to our company?

What didn't you like about your previous jobs?

The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge.

I understand that in connection with the application process, the Company and its representatives may contact my former employers, educational institutions conduct a background check, may contact references, and other relevant third parties to obtain additional information related to the information given by me in this application. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless the Company, and affiliates, their officers, employees and agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, or evaluating such information from any and all potential claims, demands, damages, liabilities, and/or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have, now or in the future.

If employed, I agree to conform to the rules and regulations of The Newton Group, Inc. and understand that I will be an employee at-will, and my employment may be terminated at any time by me or the Company, with or without notice, for any reason. I understand that only an Officer of the Company has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and it must be in writing and signed.

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