



APPLICATION FOR EMPLOYMENT

Client First Settlement Funding (“Client First”) is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices on the basis of race, color, ethnicity, ancestry, religion, gender/sex, age, marital status, national origin, pregnancy, disability, sexual orientation, veteran status or any other protected characteristic. No question in this application is intended to obtain information regarding protected characteristics to be used for a discriminatory purpose and you may omit any information that would disclose any basis for discrimination. Please complete this form in your own handwriting and in ink, even if including a resume. We ask that you fill in all information. If you require additional space for answers, please use an additional sheet(s) of paper and attach it to this Application for Employment.

Personal Information

LAST NAME	FIRST NAME	MI	TELEPHONE NUMBER	E-MAIL	
STREET ADDRESS		CITY		STATE	ZIP

If we are unable to contact you at the address/telephone number listed above, is there an alternative address/telephone number where may you be reached?

STREET ADDRESS	CITY	STATE	ZIP	TELEPHONE NUMBER
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Are you legally authorized to work in the United States? Yes No

Are you 18 years of age or older? Yes No

If not, do you have proper work permits? Yes No

Have you previously applied to or been employed at client first? Yes No

If yes, when, where and in what position?

List the names and relationships of any relatives presently working for Client First.

NAME	RELATIONSHIP
NAME	RELATIONSHIP

Have you ever been refused a bond in any former position? Yes No

If yes, state the reason and date a bond was refused?

Job Requirements

Indicate specific position desired: _____ Salary sought: _____

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying, with or without reasonable accommodations? Yes No

If Yes, please explain. _____

Can you work the regular hours/days/shifts of the job for which you are applying? Yes No

Can you work weekends? (for positions requiring weekend work) Yes No

Can you work overtime?
 Yes No

What days and hours are you available to work?
 Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
 Saturday _____ Sunday _____

Can you travel out of town or overnight on the job if necessary? Yes No

Check appropriate employment desired: Full Time Part Time Temporary

On what date are you available to begin work?

Education, Training and Skills

School Attended	Name & Location	Major	Degree
High School			
Business or Technical School			
College			
College			
Graduate School			
Special Training Courses			

Do you plan to continue formal education? Yes No If Yes, when, where and what courses? _____

List any academic or community activities, honors, and offices that you presently hold or have held in the past.

For positions requiring foreign language, what language(s) do you speak, read or write?

Briefly describe below your interests, skills, and aptitudes which you feel qualify you for a position with Client First. If you need more space, please continue on a separate sheet of paper.

Employment Experience

Have you ever been asked to resign from a position? Yes No
 Have you ever been discharged from a position? Yes No
 If Yes, explain the circumstances.

Have you ever held a position of trust (handling money or confidential material)? Yes No
 If yes, please specify. _____

Does your present employer know of your plans to change employment? Yes No
 If not, when may we contact your employer? _____

Briefly state why you desire to make a change in employment. _____

Please account for all jobs held beginning with your present or most recent employer. Include part-time employment, summer or temporary employment and military service (show rank and date of discharge). If necessary, you may attach additional sheets of paper to list all prior jobs held. Please continue to list the requested information in the format below.

Even if your resume is attached, you still need to complete this section thoroughly. Resume attached? Yes No

Employment Dates Month/Year	Company Name, Address, Phone #	Salary		Position	Supervisor's Name	Reason for Leaving
		Start	Final			
From		\$	\$			
To		Per	Per			

Job Duties:

Employment Dates Month/Year	Company Name, Address, Phone #	Salary		Position	Supervisor's Name	Reason for Leaving
		Start	Final			
From		\$	\$			
To		Per	Per			

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Employment Dates Month/Year	Company Name, Address, Phone #	Salary		Position	Supervisor's Name	Reason for Leaving
		Start	Final			
From		\$	\$			
To		Per	Per			

Job Duties:

General Information

Have you ever been convicted of a crime, excluding minor traffic offenses? Yes No. If yes, state offense, date, court, location, disposition of case, and any rehabilitation.

Has a court of law ever withheld adjudication for a crime for which you were charged? Yes No If yes, state offense, date, court, location, disposition of case, and any rehabilitation.

(Note: Conviction of a crime and/or a court's adjudication of guilt being withheld will not necessarily be a bar to employment. The above factors will be taken into consideration in determining the effect on your suitability for employment).

For positions requiring driving:

Do you have a valid driver's license? Yes No What type/class of driver's license do you hold? _____

Expiration date? _____ Has your driver's license ever been revoked? Yes No.

If yes, state date and reason for revocation. _____

Employment References:

Name	Relationship	Address & Phone #	No. Years Known

Certification, Agreement and Release

Please read the following statements carefully before signing. If you have any questions regarding these conditions of employment, please ask them of the employment interviewer before signing.

- (A) This application will be given every consideration; however, its receipt does not imply that I will be employed. Further, I understand that if I am employed by Client First, I do not have a contract of employment; that my employment will be at-will and is not for any definite duration of time; and that my employment may be terminated, with or without cause or notice, either by Client First or by me.
- (B) Should I be employed, I agree to read Client First's Employee Handbook and sign an acknowledgment of receipt and understanding of the Employee Handbook. In addition, I will abide by Client First's policies and procedures during my employment, if hired. I fully understand that all information, whether written, spoken or otherwise communicated or obtained, and all files and records relating to the business of Client First or to anyone with whom Client First has dealings, constitutes confidential and privileged information and must be treated in a strictly confidential manner. I fully understand and agree that should I become employed by Client First, I am not to, and will not at any time, communicate or reveal any business of Client First or any confidential information, records, files, or the matters contained therein, to unauthorized personnel within or external to Client First. I also understand that any violation of the foregoing may result in disciplinary action, including suspension without pay and termination of employment.
- (C) I fully understand that Client First employs only U.S. citizens and those individuals authorized by the U.S. Government to work in the U.S. and that should I become employed, federal law requires me to furnish to Client First proof of my identity and employment authorization, and to sign a statement under penalty of perjury verifying my eligibility for employment as a citizen or national of the United States or an otherwise employable alien.
- (D) I understand that Client First has a policy (the "Policy") against the use, possession or distribution of illegal drugs, including the abuse of alcohol by its employees. I further understand that violations of the Policy may result in disciplinary action, up to and including suspension without pay and termination of employment.

I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE WITHHELD NOTHING THAT WOULD, IF DISCLOSED, AFFECT THIS APPLICATION UNFAVORABLY. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACT IN THIS APPLICATION OR THE HIRING PROCESS WILL BE CAUSE FOR REFUSAL OF EMPLOYMENT OR, IF EMPLOYED, TERMINATION FROM CLIENT FIRST. I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE CERTIFICATION AGREEMENT AND RELEASE AND UNDERSTAND AND AGREE TO SAME.

Applicant Signature: _____

Date: _____

Print Name: _____

For CLIENT FIRST use only:

Disposition:	Date of Employment:
Name of 1 st Interviewer:	Department:
Date of 1 st Interview:	Title:
1 st Interviewer's Comments:	Salary: Per:
Name of 2 nd Interviewer:	90-Day Performance Evaluation Date:
Date of 2 nd Interview:	Salary Review Date:
2 nd Interviewer's Comments:	Approval: