

# APPLICATION

## ABACUS PRO SERVICES, INC.

*Finding people you can trust.*

1019 Waimanu Street, Suite 101, Honolulu, HI 96814

Telephone: (808) 780-3464 Fax: (877) 780-1169

www.abacuspros.com

Federal law prohibits discrimination based on age, race, religion, sex or national origin. Information given through your profile cannot and will not be used for any discriminatory purpose.

### Please Print

Last Name		First		Middle	
Address					
City		State		Zip Code	
Home Phone		Business Phone		Cell Phone	
E-mail Address:			Social Security #:		
Previous Address / City State ZIP		Emergency Contact / Phone		Birthday (Month & Day)	
Will Travel: Y N		Will Relocate: Y N		Immediately? Y N	
Circle One: Limited / Extensive		Location(s) Desired:		Salary Desired:	
Military: Branch of Service: From: To:			Bilingual Skills?		
Hobbies/ Outside Interests			Memberships: Professional Organizations		
<b>Education Information</b>		Number of Years Completed	GPA	Graduated?	Degree / Title
Name of School					Major / Subjects
College or University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Desired (In Order of Importance)					Have Resume Y N
A.		B.		C.	

### Personal References

Please list three individuals who have knowledge of your personal abilities and character.

(No Former Employers or Relatives)

Name	Title	Known how long?	Home Phone	Work Phone

Other names by which you are known to personal or employment references you have listed (if different from present):

**Authorization:** I certify that the facts set forth in this application are true and complete to the best of my knowledge and authorize ABACUS PRO SERVICES, INC. to verify their accuracy. I, the undersigned candidate, also authorize ABACUS PRO SERVICES, INC. to assist me in securing employment and to make reference checks which may include employment records, general reputation, personal characteristics, and finances. I also understand that under the Fair Credit Reporting Act, I have the right to request a copy. I hereby release ABACUS PRO SERVICES, INC. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

X \_\_\_\_\_ Date \_\_\_\_\_

**VISA INFORMATION**

Can you provide evidence that you are legally able to work in the United States? Y N  
 Please note that as required by the immigration reform and control act of 1986, **you cannot be employed** unless you can produce work authorization and identity documents as specified by the law. If you cannot provide proper documentation, you should discuss this with your recruiter immediately.

**CRIMINAL RECORD**

Within the past 7 years have you been convicted of an offense against civil or military law, or been released from a prison or other detention facility? (Omit [1] traffic violations with a fine under \$100 except where liquor or drugs were involved and [2] any offense committed before your 21<sup>st</sup> birthday which was finally adjudicated in a juvenile court or under a youth offender law. A conviction record will not necessarily bar you from employment.) Y N  
 If yes, please indicate the nature or the offense, date, court and deposition: \_\_\_\_\_  
 \_\_\_\_\_

**REFERRAL SOURCE (How did you hear about us?)**

- Friend Name: \_\_\_\_\_
- Relative Name: \_\_\_\_\_
- Employment Agency Name: \_\_\_\_\_
- Other Explain: \_\_\_\_\_

**EMPLOYMENT HISTORY: PLEASE LIST BELOW ALL OF YOUR FORMER EMPLOYERS BEGINNING WITH THE MOST RECENT. EXPLAIN ANY GAPS IN WORK HISTORY.**

From Month/Yr.	To Month/Yr.	Name and location of organization	Nature of business	Position title
1.				
2.				
3.				
4.				

**EMPLOYMENT HISTORY (CONTINUED):**

Duties Performed	Starting Salary	Final Salary	Reason for Leaving	Name and Business Phone # of Immediate Supervisor
1.				
2.				
3.				
4.				

Do you have any commitments to another employer (past or present) that might affect your employment? Y\_\_ N\_\_  
 Does your present employer know you are considering leaving? Y\_\_ N\_\_ N/A\_\_  
 Are there any employers who might not rehire you? Y\_\_ N\_\_  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_