

Employment Application

Please complete this application and email, fax, or mail to: jobs@ajboggs.com, Facsimile: (888) 316-9633, or A.J. Boggs & Company • South Hagadorn Road, Suite 290 • East Lansing, MI 48823.

We offer a flexible, comfortable, work environment with excellent professional development opportunities and close-knit teams. Join us and help develop innovative products while serving clients in healthcare, government, and business. **Our mission is to be a global leader in information technology solutions and services.**

Our Promise: We pledge to provide for the genuine care of our customers by enlivening the experience, instilling well-being, and fulfilling even their unexpressed wishes and needs.

Our Credo: Our staff seeks to enhance the quality of life for all stakeholders (suppliers, employees, company shareholders, customers and communities) through lasting and equitable relationships.

How We Operate: We deliver in a timely, dependable, and accurate manner, with respect and integrity. We are sensitive and attentive to our customers' needs and concerns. We provide timely communication, while protecting confidential information.

Personal Information Please complete this application to the best of your ability. All information will be kept confidential. Questions? Contact us at jobs@ajboggs.com or 877-AJBOGGS or 517-347-1100.
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Full Name:		Position for which you are applying:	
Street:			
City:		State:	Zip:
Telephone:	Email:		Date:

Are you a U.S. Citizen? Yes No If "No", what type of visa do you hold? _____

Are you at least 18 years of age? Yes No

Have you ever been convicted of a criminal offense? Yes No If "Yes", please provide details:
 Date: _____ Place: _____ Nature: _____

[Note: felony convictions will not automatically disqualify you from being considered as a candidate for employment.]

Do you have a valid driver's license from a USA government agency (e.g. the State of Michigan)? Yes No

Are you a U.S. Veteran? Yes No Were you honorably discharged? Yes No

How were you referred to us? _____ Name of Source: _____

Educational InformationQuestions? Contact us at jobs@ajboggs.com or 877-AJBOGGS or 517-347-1100.

School	Name, Address (City, State, Zip)	Years Attended	Degree /Major	GPA	Did you graduate?
High School					Yes <input type="checkbox"/> No <input type="checkbox"/>
College					Yes <input type="checkbox"/> No <input type="checkbox"/>
College					Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate School					Yes <input type="checkbox"/> No <input type="checkbox"/>
Other					Yes <input type="checkbox"/> No <input type="checkbox"/>

If you attended college, approximately how was it funded? Scholarships ___% Self Earnings ___% Other ___%

Which standardized admissions tests did you take and what were your scores? (e.g., PSAT, SAT, or ACT)

Work History

List present or most-recent employers first. Use additional sheets if necessary. NOTE: "see resume" is not an option; the data is needed below. You may attach a supplemental resume, if desired.

May we contact your current employer? Yes No

Employer:	Job Description/Duties:
Address:	
Supervisor:	
Telephone: ()	
Email:	
Your Job Title:	Reason for Leaving:
Employed From: To:	
Salary - Start: Finish:	

Employer:	Job Description/Duties:
Address:	
Supervisor:	
Telephone: ()	
Email:	
Your Job Title:	Reason for Leaving:
Employed From: To:	
Salary - Start: Finish:	

References

In applying for employment, it is understood that A.J. Boggs & Company reserves the right to contact past employers regarding references.

Name & Address of Reference	Relationship	Phone Number	Email Address

Additional Information

Please answer the following questions.

What is your passion?

What are your long-term goals?

A.J. Boggs provides the best service possible to our clients. What does excellent customer service mean to you?

Describe a time when you went above and beyond what was expected.

What do others describe as your greatest strength? Weakness?

Describe a time when you when you looked for additional responsibilities or challenges.

What are your pay/salary requirements?

What do you enjoy doing in your free time?

Do you have any commitments to another employer that might affect your employment with A.J. Boggs?
If "yes", please explain.

Is there anything else you would like to mention?

Agreement**Please read carefully before signing.**

I verify that the information given by me in this application (and accompanying resume, if any) is true, accurate, and complete. I understand that if I have given any false information on this application, or if I have omitted any material facts, I may be disqualified from employment with A.J. Boggs & Company, or if hired, I may be discharged immediately upon discovery of such false statements or omissions, regardless of how much time has passed between the date of my hire and the discovery of such misrepresentations.

I hereby authorize persons, schools, former employers, and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision. I hereby request that previous employers contacted by A.J. Boggs & Company in connection with this application fully respond to all inquiries concerning such previous employment, and specifically waive prior written notice of disclosure of my personal record information including disciplinary reports, letters or reprimands, or other disciplinary action. In consideration for the acceptance of my application, I release and hold A.J. Boggs & Company and previous employers harmless for any claimed liability arising out of such response and disclosure. I understand that A.J. Boggs & Company may obtain a report of my credit history, drug testing, driving record, school transcripts, background checks, and other information that may be necessary in making an employment decision.

I agree that any claim, action, or legal proceeding arising out of my employment application, employment, or termination of employment with A.J. Boggs & Company must be filed within six (6) months of the date of the employment action that is the subject of the claim, action, or legal proceeding. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I AGREE TO WAIVE ANY SUCH STATUTE OF LIMITATIONS AND AGREE TO BE BOUND BY THE SIX (6) MONTH PERIOD OF LIMITATIONS STATED IN THIS APPLICATION.

I understand that, if hired, my employment is At Will, meaning that either A.J. Boggs & Company or I may terminate the employment relationship at any time with or without notice and with or without cause. This provision supersedes any oral or written representations to the contrary, unless the written statement is signed by the President or the CEO of A.J. Boggs & Company. I also understand that A.J. Boggs & Company has the right to unilaterally modify and/or terminate any policies, practices, procedures, and standards it has adopted or implemented, to the extent not limited by law.

In the event that I am employed by A.J. Boggs & Company, I agree to comply with all of its policies, orders, rules, and regulations.

Applicant Signature: _____ Date: _____

A.J. Boggs & Company is an equal opportunity employer and does not discriminate in regard to race, color, religion, national origin, sex, age, military service, marital status, or disability.

