

EMPLOYMENT APPLICATION



Brookwoods Group is an Equal Opportunity Employer and does not discriminate as to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

1225 North Loop West # 1111
Houston, Texas 77008

Please complete all sections by hand!
You may fax it to 832-200-8980

IDENTIFICATION

Social Security Number	NAME (Last, First Middle)	
Home Phone	MAIL TO (Address, City ST ZIP)	
Business Phone	PERMANENT ADDRESS (if different from MAIL TO)	
Mobile Phone	PREVIOUS NAME (maiden name)	Email Address
Drivers License # / State	PREVIOUS ADDRESSES (If you have lived at other addresses in the last five years)	

QUESTIONS

I am legally eligible to work in the United States, and I have proof of immigration status or citizenship.	<input type="checkbox"/> yes <input type="checkbox"/> no
I have never had a felony adjudication or conviction. (If NO, explain in a separate attachment.)	<input type="checkbox"/> yes <input type="checkbox"/> no
My Drivers License (above) is currently valid, and is not suspended or otherwise restricted.	<input type="checkbox"/> yes <input type="checkbox"/> no
I have never been discharged or forced to resign from a job. (If NO, explain in a separate attachment.)	<input type="checkbox"/> yes <input type="checkbox"/> no
I was previously employed by Brookwoods Group, Inc. (If YES, when: _____)	<input type="checkbox"/> yes <input type="checkbox"/> no
I am presently employed.	<input type="checkbox"/> yes <input type="checkbox"/> no
If presently employed, I give you permission to contact my present employer and verify my current salary.	<input type="checkbox"/> yes <input type="checkbox"/> no
I am available for work immediately. (If not, what is the timeframe: _____)	<input type="checkbox"/> yes <input type="checkbox"/> no
I was referred by:	(We'll thank them!)
I COMPLETED this level of education: (circle one) Secondary/High Some College Associate's Bachelor's Master's Doctorate	

COMPENSATION

My talents, skills, learning and experience make me best qualified for employment as a:	
My current salary is:	
Brookwoods Group provides shorter term staffing solutions where we pay subcontractors by the hour. This is not exclusive (you may have other clients) and it may not be full time. If you want to be considered for these hourly opportunities, please indicate your compensation expectations here:	Hourly range*:
Brookwoods Group provides longer term staffing solutions where we hire you as our employee with benefits. This is exclusive (you may not have other clients) and it is full time. If you want to be considered for these full time contract opportunities, please indicate your expectations for annual base salary here:	Annual range*:
Brookwoods Group provides recruiting solutions where we represent you as a candidate to clients who want to hire for a permanent position. Sometimes this starts under contract and you are hired later. If you want to be considered for these permanent positions, please indicate your expectations for annual base salary here (This is usually the same as if you were our own employee, but maybe not; some people see contract employment and "permanent" employment very differently):	Annual range*:

*** Note: Please provide numbers in the ranges above if you want to be considered for that kind of opportunity.**

CHECKLIST

I am submitting a document that outlines my talent, skills, knowledge and experience (resume).	<input type="checkbox"/> yes <input type="checkbox"/> no
I am submitting a document with the contact information for previous employers and other references.	<input type="checkbox"/> yes <input type="checkbox"/> no
I am submitting a personality profile through the online form at www.hiresuccess.com/brookwoods	<input type="checkbox"/> yes <input type="checkbox"/> no
I am submitting my personal summary using the online form at www.brookwoods.com/summary.htm	<input type="checkbox"/> yes <input type="checkbox"/> no

IMPORTANT STATEMENTS

Read and understood:

<i>This is true.</i> I certify that answers given herein and on the attached documents are true, complete and correct to the best of my knowledge and belief and that any misstatement of fact(s) or omission(s) may form the basis for rejection of my application or for my dismissal after employment.	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>You may investigate me.</i> I fully understand this release acknowledges that Brookwoods Group Inc and/or any employment screening service engaged by Brookwoods Group may now, or at any time while I am employed, conduct a public records(s)/research report containing information for verification of prior employment (including names and dates of previous employers, reason for termination of employment, work experience, accidents, etc.), academic achievement, financial history, use of a motor vehicle and driving record, workers compensation claims, credit, bankruptcy proceedings, criminal records, general background and personal character, from federal, state and other agencies which maintain such records; as well as information from other services concerning previous driving record requests made by others from such state agencies, and state provided driving records. All background information shall be used to assist in verification of the employment application and post-job-offer medical inquiry. Retrieval and usage of this information complies with the Equal Opportunity Commission, Americans with Disabilities Act and the Fair Credit Reporting Act (Laws, Rules, and Regulations) as amended 9/30/97. I authorize, without reservation, any party or agency contacted by any employment screening service engaged by Brookwoods Group to furnish the above-mentioned information. I authorize a photostat (or facsimile "fax") of this release to be considered as effective as the original. All results will be proprietary and held confidential and will not be provided to any parties other than Brookwoods Group Inc or its legal representatives. I voluntarily waive all recourse and release the requested parties from liability for complying with the request/release. I authorize any employment screening service engaged by Brookwoods Group to provide the results of said information to Brookwoods Group Inc or its representative(s). I further release Brookwoods Group Inc. and any employment screening service engaged by Brookwoods Group, as well as their officers, representatives, employees and agents, from any and all liability from the results and preparation of any reports concerning myself or my background.	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>I'll take a drug test and physical.</i> As part of the employment screening process, I may be required to voluntarily submit to a physical examination and drug screen test. I am aware that the results will be made available to Brookwoods Group Inc. and may be considered in an employment decision.	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>Employment is "at will."</i> I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause and with or without notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by any person's conduct unless such change is specifically incorporated in a formal employment contract and acknowledged in writing by the president of Brookwoods Group Inc.	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>I'll furnish more information.</i> In the event of an offer of employment, I agree to furnish additional information as required for enrollment in various benefit plans and for proper payroll processing.	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>You may identify me as a candidate.</i> I agree that Brookwoods Group may use my name, likeness, and any information about me in developing proposals to clients. Brookwoods Group has my permission to act as my agent in the following business opportunities: Consulting, Staffing, Contracting, Recruiting, and Outsourcing. I agree that information about me may be contained in Brookwoods Group proposals, posted on the Brookwoods Group website, or shared with other parties with whom Brookwoods Group has or is attempting to form a professional relationship.	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>I'll be flexible to meet your clients' needs.</i> In the event of employment, I understand that while I would be an employee of and supervised by Brookwoods Group Inc., I may be asked to perform contracted services for the clients of the company, that my workplace and work colleagues may vary, and that I may be required to take instructions from clients or other people designated by clients.	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>I'll follow the rules.</i> In the event of employment, I understand that false or misleading information given in my application, its attachments or pre-employment interviews may result in discharge. I understand also, that I am required to abide by all rules and regulations of Brookwoods Group Inc. and its clients.	<input type="checkbox"/> yes <input type="checkbox"/> no

Date	Signature of Applicant
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Application Notes

Social Security Numbers:

Please note that an application for Brookwoods Group is only complete if it includes your social security number. This allows us to actually check on your background before we consider you for our clients. We do understand the need to protect your social security number. All our candidate files are stored in locked file cabinets. Our regular fax machine (832-200-8980) is in a private area where our recruiters can retrieve the applications during the business day and secure them as they come in. If you are sending your application after hours, and you do not want your application sitting in the fax machine until morning, you can send it to our secure digital fax at 800-426-3900.

Compensation:

We ask for your compensation expectations right at the start of the application process because if we propose you to a client, we have to be able to include our price in our proposal. We can only figure a price if we know our costs, and that includes YOUR salary. At some point, we will ask you to commit to a specific salary and availability PRIOR to your meeting our client. If everyone (including you and the client) agrees that you are a great fit for the role we have proposed, we are counting on you to accept a job offer at the salary and in the timeframe we have previously agreed to.

Freelancing:

Our full time employees working for our clients under contract are expected to focus on our client's assignment. We do not hire freelancers for these assignments because freelancers usually have one or more other clients that would reduce that focus. Please be aware that we have a policy for our employees that limits freelancing and moonlighting.

References:

Many career guides advise you to provide references only if you are a finalist for a given position. At Brookwoods Group, we are committed to getting to know you and building a relationship from the outset. We talk with you, we interact with you, and we try to learn all we can about you. That involves talking to people who know you, so that's why we ask for your references right up front. Sometimes we even learn of outstanding attributes that others see in you, but that you don't see clearly in yourself. How interesting is that?