



Application for Employment

Sustainable Modular Management, Inc. is an EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. Each box MUST be filled out. Applications with missing or invalid information will not be considered for any position.

Position Applying For:		Name (Last, First, Middle):			
Street Address:			City, State & Zip:		
Social Security Number:	Home Phone:	Work Phone:	Other Phone:		
Are you eligible to work in the United States?		Yes	No		
Are you 18 years of age or older?		<input type="checkbox"/> Yes	No		
Have you ever been employed by Sustainable Modular Management, Inc.?		Yes	No	If YES, dates of employment & reason for leaving:	
Are you related to any current employee of Sustainable Modular Management, Inc.?		Yes	No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?		Yes	<input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:	
Have you ever been convicted of a felony or misdemeanor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, please explain	
Are you involved in any ongoing legal matters?		Yes	No	If YES, please explain	

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)



WORK EXPERIENCE - Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. If your resume contains all of the information requested below, please attach your resume and indicate "see resume" appropriately.

PLEASE NOTE: Sustainable Modular Management, Inc. reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Compensation: Salary: Bonus/Commissions:		Organization Name and Address:	
Final Compensation: Salary: Bonus/Commissions:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	
Dates Employed (most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Compensation: Salary: Bonus/Commissions:		Organization Name and Address:	
Final Compensation: Salary: Bonus/Commissions:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination of employment if discovered at a later date. I authorize Sustainable Modular Management, Inc. to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Sustainable Modular Management, Inc. serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.

Applicant Signature: _____

Date: _____