



XENCO Laboratories Confidential Employment Application

An Equal Opportunity Employer – We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, and any other legally protected status.

Please Print Clearly and Legibly

Please note this application for employment is good for 90 days only. Consideration for employment after 90 days requires a new application.

| | | | | |
|---|--|---|--|---------------|
| NAME: Last First MI | | | Other/Previous Names Used: | |
| ADDRESS | | | Preferred phone number | EMAIL ADDRESS |
| Have you ever been employed by Xenco Laboratories? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when: where: | | | REFERRAL SOURCE: <input type="checkbox"/> Local College <input type="checkbox"/> Newspaper/Magazine Ad <input type="checkbox"/> Unsolicited <input type="checkbox"/> Internet <input type="checkbox"/> Former Employee <input type="checkbox"/> Other (List) <input type="checkbox"/> Current Employee <input type="checkbox"/> State Employee Office | |
| Can you work overtime if required? | | | Can you travel if required? | |
| When can you report to work? | | If the job you are applying for requires driving, please provide: Driver's License number, State and expiration date: | | |
| Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list details on a separate sheet. Convictions are not necessarily a bar to employment; however, deception as to their existence or falsification of their exact nature may result in denial of employment. Such factors as the impact of the offense on the nature of the job, the time of the offense, seriousness and nature of violation, and rehabilitation will be taken into account. | | | | |

| EDUCATION | Type of Diploma/Degree | Major | Name of School | City and State |
|-------------------------|------------------------|-------|----------------|----------------|
| High School | | | | |
| College/Other Education | | | | |
| College/Other Education | | | | |



Employment Application Employment History

Please complete for all periods of employment and unemployment for the past **five years** beginning with your current employer (attach additional pages if necessary). You may attach a resume to *supplement* information, but still complete all application questions, including previous salary and reasons for leaving prior jobs. "See Resume" is **NOT** an acceptable answer.

| | |
|---|---------------------------------------|
| Name of Employer: City/State: From: Mo/Yr To: Mo/Yr Last Supervisor's Name: Phone: Can this person be contacted as a reference? Y/N | Job title: Reason for Leaving: |
| Name of Employer: City/State: From: Mo/Yr To: Mo/Yr Last Supervisor's Name: Phone: Can this person be contacted as a reference? Y/N | Job title: Reason for Leaving: |

Business or Professional References

(Individuals that are familiar with your work, please list at least one supervisor).

| NAME | PHONE | YEARS KNOWN | OCCUPATION |
|------|-------|-------------|------------|
| | | | |

For HR use only:

Information confirmed: Y N Date: Confirmed by:

Details:



| NAME | PHONE | YEARS KNOWN | OCCUPATION |
|---|-------|-------------|------------|
| | | | |
| <p>For HR use only:</p> <p>Information confirmed: Y N Date: Confirmed by:</p> <p>Details:</p> | | | |
| <p>I hereby authorize all sources above to provide the information necessary to confirm my employment history, financial and personal reliability. I certify that all answers given by me are true, accurate and complete, I understand that the falsification, misrepresentation, or omission of fact on this application (or any other accompanying or required documents) will be cause of denial of employment or immediate termination of employment regardless of when or how discovered.</p> <p><i>I understand that if I am hired, I will be required to provide documents, which will verify my identity and eligibility to work in the United States, in compliance with the Immigration Reform and Control Act of 1986.</i></p> <p><i>I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation. I hereby authorize the educational institutions listed on the Employment Application to verify said degrees and/or release a copy of my official transcript of my academic record.</i></p> <p><i>I agree that if hired I will sign and be bound by the Xenco Laboratories Terms and Conditions of Employment, which includes but is not limited to the Xenco Laboratories confidentiality and conflict of interest policies. I understand that if the position requires driving. I will furnish a driving record upon request. I understand that if this driving information is not acceptable, I may be barred from driving on behalf of the company, which may result in the denial of employment and/or the termination of my employment.</i></p> <p><i>Xenco Laboratories operates under the doctrine of employment at will. I understand that employment can be terminated, with or without cause and with or without notice, at the option of either Xenco Laboratories or myself.</i></p> <p><i>I understand and acknowledge that I may be required to undergo and pass a substance abuse test as a condition of employment if I will or may be assigned to work for a client, which requires Xenco Laboratories employees to submit to such testing. I also understand and acknowledge that in the event I do not consent to or fail such testing, I may not be eligible for employment with Xenco Laboratories.</i></p> <p>Applicant's Name (print):</p> <p>Applicant's Signature (Electronic signature is valid):</p> <p>Date:</p> | | | |



AFFIRMATIVE ACTION DATA

Type X at the end of this line if you prefer not to share this information, and if that's the case, omit this page

| | |
|---|--|
| Gender <input type="checkbox"/> Female <input type="checkbox"/> Male | |
| Vietnam Era Veteran? (08/05/64-05/07/75) <input type="checkbox"/> Yes <input type="checkbox"/> No | Disabled Veteran? (Discharged within 48 months of application) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain if you need any reasonable accommodation to perform this job: | |
| Race/Ethnic Category (check one) | |
| <input type="checkbox"/> Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. | |
| <input type="checkbox"/> White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. | |
| <input type="checkbox"/> Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa. | |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. | |
| <input type="checkbox"/> Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for Example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. | |
| <input type="checkbox"/> American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. | |
| <input type="checkbox"/> Two or more Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races. | |