



445 Jan Davis Drive  
Huntsville, AL 35806

**APPLICATION FOR EMPLOYMENT**  
AN EQUAL OPPORTUNITY EMPLOYER

Today's Date \_\_\_\_\_

Salary Desired \_\_\_\_\_

Position Desired \_\_\_\_\_

Availability Date \_\_\_\_\_

**Personal and General Information**

Last Name	First Name	Middle Name	Social Security Number	Date of Birth (if under 18)	
Street Address	City	State	Zip	County	Area Code / Telephone

**Previous Addresses** (within last 5 years)

Street Address	City	State	Zip
Street Address	City	State	Zip
Street Address	City	State	Zip
Street Address	City	State	Zip

Please indicate source of referral

Personal Initiative   
  National Publication \*   
  Another Company \*   
 \* Name of agency, publication employee, company, or source.

Digium Employee \*   
  Newspaper Ad   
  State Employment Agency

College Recruiter   
  Private Empl Agency \*   
  Other

Have you ever been employed by DIGIUM directly or through a temp agency?     Yes     No

Which work schedule do you desire?     Regular     Part-Time

Temporary     Summer    Can you furnish proof of identity and authorization to work in the U.S. Prior to hire?

Which shift do you desire?     1<sup>st</sup>     2<sup>nd</sup>

Are you on layoff and subject to recall?     Yes     No

Can you work overtime if required?     Yes     No     Yes     No

Have you ever been convicted of a crime? (You may omit minor traffic violations or arrests without convictions – Include convictions by General Court-Martial while in the Military.)     Yes     No

Date	Charge	Place	Court
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\* Conviction of a crime is not automatic ban to employment – all circumstances will be considered.

## U.S. Military Service

Branch of US Service	Date Entered	Date Discharged	Final Rank	Service No.
Rank at Discharge		Type of Discharge		
Are you currently a member of the Reserves or National Guard?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, explain further.				

## Education

Schools Attended	Name and Address of School	Dates Attended		Did You Graduate?	Grade Average (e.g. 3.2/4.0)	Degree Received
		From (Mo / Yr)	To (Mo / Yr)			
High School						
College						
Graduate						
Trade or Technical						

## Foreign Languages

Do you speak, read or write a foreign language?	If yes, please indicate the following language(s) below:
Yes                  No	Speak                  Read                  Write
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Occupational Goals

What is your occupational goal in the next five years?

  
  
  
  
  
  
  
  
  
  

Briefly state why you want to work for DIGIUM.

### FOR OFFICE USE ONLY

Hired:	Yes          No	Position:	Department:
Salary / Wage:		Date Reporting to Work:	
Approved By:	<input type="checkbox"/> <input type="checkbox"/>		

## Employment History

*This section must be completed in full. Please list your full employment history for the last 10 year. Note any periods for which you were not employed.*

Employer		Street Address, City, State, Zip		
Your Job Title		Supervisor Name and Title		
Description of Your Duties		From (Mo / Yr)	To (Mo / Yr)	
		Base Pay	Starting	Final
		\$	Per	\$ Per
		Reason for Leaving		
May we contact you at your current place of employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact your present employer for references?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please enter: Telephone # - Extension	

Employer		Street Address, City, State, Zip		
Your Job Title		Supervisor Name and Title		
Description of Your Duties		From (Mo / Yr)	To (Mo / Yr)	
		Base Pay	Starting	Final
		\$	Per	\$ Per
		Reason for Leaving		
	May we contact your previous employer for references?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone # - Extension If yes, please enter:	

Employer		Street Address, City, State, Zip		
Your Job Title		Supervisor Name and Title		
Description of Your Duties		From (Mo / Yr)	To (Mo / Yr)	
		Base Pay	Starting	Final
		\$	Per	\$ Per
		Reason for Leaving		
	May we contact your previous employer for references?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone # - Extension If yes, please enter:	

Employer	Street Address, <input type="checkbox"/> , State, Zip		
Your Job Title	Supervisor Name and Title <input type="checkbox"/>		
Description of Your Duties	From (Mo / Yr)	To (Mo / Yr)	
	Base Pay	Starting	Final
	\$	Per	\$ Per
Reason for Leaving			
	May we contact your previous employer for references?	Yes If yes, No please enter:	Telephone # - Extension

Employer	Street Address, City, State, Zip <input type="checkbox"/>		
Your Job Title	Supervisor Name and Title <input type="checkbox"/>		
Description of Your Duties	From (Mo / Yr)	To (Mo / Yr)	
	Base Pay	Starting	Final
	\$	Per	\$ Per
Reason for Leaving			
	May we contact your previous employer for references?	Yes If yes, No please enter:	Telephone # - Extension

**References**

List three persons familiar with your technical ability and work performance whom we may contact for reference (exclude relatives).

Name (Last, First)	Relationship (i.e., former boss, coworker, etc.)	Area Code / Telephone # - Extension

**In Case of  
Emergency Notify:**

Name	Address	Area Code / Telephone # - Extension	Relationship

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION AND SIGNIFICANT OMISSION OF PERTINENT INFORMATION SHALL BE GROUNDS FOR DISMISSAL.

I FURTHER UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME, WITH THE OPTION OF EITHER DIGIUM OR MYSELF. I UNDERSTAND NO OTHER REPRESENTATIVE OF DIGIUM, OTHER THAN THE DIRECTOR OF HUMAN RESOURCES AND THE CEO HAVE THE AUTHORITY TO ENTER INTO ANY EMPLOYEE AGREEMENT WITH ME FOR ANY SPECIFIED PERIOD OF TIME OR TO MAKE ANY AGREEMENT WITH ME THAT CONTRADICTS OR MODIFIES THE FOREGOING IN ANY MANNER.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_