

## Contractor Application

<p>Date: _____ Position applied for: _____</p> <p>If your application is considered favorably, on what date will you be available for work?: _____</p>
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### Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Educational and Professional Qualification(s) *(please start with the most recent)*

QUALIFICATION	NAME OF AWARDING INSTITUTION	YEAR COMPLETED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Any Additional Training *(please start with the most recent)*

TRAINING	NAME OF THE TRAINING INSTITUTION	YEAR COMPLETED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Contractor Application (*continued*)

### Present or Most Recent Employment

Name of Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business/Services: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

May we contact this employer for employment verification and to discuss the quality of your work?:  Yes  No

Worked From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Briefly Describe Work Duties/Responsibilities:

### Past Employment (*if any*)

Name of Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business/Services: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

May we contact this employer for employment verification and to discuss the quality of your work?:  Yes  No

Worked From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Briefly Describe Work Duties/Responsibilities:

## References

(Please list *two* professional and *two* personal character references)

### Professional Reference # 1

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Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s) – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

Please briefly describe the nature of your relationship:

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### Professional Reference #2

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Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s) – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

Please briefly describe the nature of your relationship:

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### Personal Reference # 1

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Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s) – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

Please briefly describe the nature of your relationship:

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## References *(continued)*

(Please list *two* professional and *two* personal character references)

### **Personal Reference # 2**

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Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s) – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

Please briefly describe the nature of your relationship:

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## Contractor Application (*continued*)

### Acknowledgement — Please Read and Sign Below

I \_\_\_\_\_ acknowledge that the facts set forth in my application for hire are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not intended to be an acceptance of contract, nor does this application obligate Steppingstones Management Services, LLC (STEP MS) in any way to hire. If STEP MS decides to enter into a contractual agreement, I understand and agree that my contract can be terminated by either party with or without notice, at any time, for any reason, or no reason. No one other than an officer of STEP MS has any authority to enter into any contractual agreement for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by any officer.

Further, I hereby authorize Steppingstones Management Services, LLC to make any investigation of my personal history. I also authorize Steppingstones Management Services, LLC (StepMS) to contact the references listed in the application, and to ask questions which allow StepMS to learn about my work history, skills, and professionalism.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*