

## OHIO NOTARY SERVICES, LLC APPLICATION FOR EMPLOYMENT

**OHIO NOTARY SERVICES, LLC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. IT IS THE PHILOSOPHY, INTENT, AND COMMITMENT OF OHIO NOTARY SERVICES, LLC TO ADHERE TO A POLICY OF EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL APPLICANTS AND EMPLOYEES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, VETERAN STATUS, MENTAL OR PHYSICAL DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION OR ANY OTHER REASON PROTECTED BY LAW.**

When completing this application, do not leave any questions blank. Do not substitute "see resume" for any requested information. Complete one application for every job for which you are applying.

### PERSONAL DATA

Last Name	First	Middle	Date
Street Address			Home Phone
City, State, Zip			Business Phone
Position Desired			Are you 18 years or older?
Are you currently employed?			
When would you be able to begin work?			Are you available to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Are you legally eligible for employment in the United States?			If necessary are you able to work overtime?
Have you ever been convicted of a felony or misdemeanor (other than traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain:			NOTE: A conviction will not necessarily be a bar to employment. Factors such as date, nature, and number of offenses, age at the time of offense and rehabilitation will be considered.
How did you learn of Ohio Notary Services, LLC?			Are you related to anyone employed at Ohio Notary Services, LLC?

**EMPLOYMENT HISTORY** (List most recent employer first)

Company Name:	Telephone Number:
Address:	Employment Dates (mm/yy) From: _____
Name and Title of Supervisor:	To: _____
Job Title and Job Description:	Reason for Leaving:

Company Name:	Telephone Number:
Address:	Employment Dates (mm/yy) From: _____
Name and Title of Supervisor:	To: _____
Job Title and Job Description:	Reason for Leaving:

Company Name:	Telephone Number:
Address:	Employment Dates (mm/yy) From: _____
Name and Title of Supervisor:	To: _____
Job Title and Job Description:	Reason for Leaving:

Company Name:	Telephone Number:
Address:	Employment Dates (mm/yy) From: _____
Name and Title of Supervisor:	To: _____
Job Title and Job Description:	Reason for Leaving:

**EDUCATION**

School Name, Address, and Phone Number	High School	College/University	Graduate/Professional
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Course of Study			
Honors Received			

Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.

**SPECIAL SKILLS AND TRAINING**

In which computer programs do you feel you have proficiency?
Do you have any other advanced training, continuing education or special study experience that you think would be in the position for which you are applying? Please list:

**PROFESSIONAL REFERENCES**

Name	Relationship	Years Known	Telephone Number
May we contact your current employer?			

**APPLICANT’S CERTIFICATION AND AGREEMENT**

“I understand and agree that, if I am employed by Ohio Notary Services, LLC, my employment and/or compensation is entirely “at will,” which means neither are guaranteed for any definite period of time, and that my employment and/or compensation can be modified or terminated, with or without cause, and regardless of the date of payment of my wages and salary, and with or without prior notice at any time, at the option of either Ohio Notary Services, LLC or myself. I understand and agree that tOhio Notary Services, LLC reserves the right to establish and change any of the terms and conditions of my employment at its discretion at anytime as it deems appropriate. I understand and agree that if any previous agreements between any Ohio Notary Services, LLC representative and myself have been made, they are superseded by the contents of this Agreement. I understand and agree that no representative of Ohio Notary Services, LLC, other than the Executive Director or the Board of Managers as a whole, have any authority to enter into any agreement with me or provide me with any assurances relating to my employment with Ohio Notary Services, LLC, including any agreements or assurances regarding the duration of my employment for any indefinite or specified period of time or to make any agreement with me or provide me with any assurances contrary to the foregoing, except that the above-mentioned officials of Ohio Notary Services, LLC may do so in writing.

I authorize the investigation of any and all of my background, qualifications and/or any other information from whomever Ohio Notary Services, LLC deems appropriate or desires, as I also authorize the release of any and all information by whomever Ohio Notary Services, LLC deems appropriate or desires. I also release all parties from all liability for any damage that may result from furnishing this information to Ohio Notary Services, LLC. This release extends to all information deemed appropriate to be released by any requesting and/or releasing party, personal or otherwise, as well as to Ohio Notary Services, LLC itself, should it find it necessary at any time to release any information regarding myself, my employment record, or my employment status to any individual or organization Ohio Notary Services, LLC deems worthy of receiving such information.

I also certify that the facts contained in this application are true and complete to the best of my knowledge and understanding that if I am employed, any statements I have falsified on this Application shall be grounds for dismissal. I further certify that I have read all of the foregoing, understand the same and do hereby voluntarily agree to all of the provisions contained herein.”

**READ CAREFULLY BEFORE SIGNING**

**"I agree that any claim or lawsuit relating to my service with Ohio Notary Services, LLC or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary."**

**If you are hired, this employment application will become part of your official employment record.**

\_\_\_\_\_  
APPLICANT’S SIGNATURE

\_\_\_\_\_  
Date