

EMPLOYMENT APPLICATION

EVANS & DIXON

PLEASE COMPLETE APPLICATION AND MAIL OR FAX TO:

EVANS & DIXON
ATTN: HUMAN RESOURCES
 515 OLIVE STREET
 1100 MILLENNIUM CENTER
 ST. LOUIS, MO 63101-1836
 FAX: 314.621.3136

Position Applied For _____

Date of Application _____

PERSONAL

Last Name	First	Middle	Social Security No.
Street Address			Home Phone ()
City, State, Zip			Business Phone ()
Are you legally eligible for employment in the United States? Yes No Proof of U.S. Citizenship or Immigration status will be required upon employment			E-mail address
How did you learn of this job?			Are you currently employed? Yes No
Names of relatives employed by Evans & Dixon:			When will you be available to begin work?
Have you ever been convicted of a crime other than a minor traffic violation? Yes No If yes, please explain circumstances			Salary Desired

Education

SCHOOL	NAME AND LOCATION OF SCHOOL	AREA OF STUDY	DID YOU GRADUATE?	DEGREE OR DIPLOMA & DATE RECEIVED
High School			Yes No	
College			Yes No	
Graduate			Yes No	
Business/Technical			Yes No	
Other			Yes No	

Evans & Dixon is an equal opportunity employer. We consider applicants for all positions without regard to race, creed, religion, color, national origin, disability, age or sex.

EMPLOYMENT

Company Name:		Telephone ()	
Address, City, State, Zip		Dates of Employment From: / / To: / /	
Name of Supervisor	Base Salary: OT, bonus, commissions:	Reason for Leaving:	
Job Title and Description of Duties: _____ _____ _____			

Company Name:		Telephone ()	
Address, City, State, Zip		Dates of Employment From: / / To: / /	
Name of Supervisor	Base Salary: OT, bonus, commissions:	Reason for Leaving:	
Job Title and Description of Duties: _____ _____ _____			

Company Name:		Telephone ()	
Address, City, State, Zip		Dates of Employment From: / / To: / /	
Name of Supervisor	Base Salary: OT, bonus, commissions:	Reason for Leaving:	
Job Title and Description of Duties: _____ _____ _____			

Additional Information

May we contact your present employer?
Yes No

May we contact your previous employers?
Yes No

List states that you are licensed to practice law:

List additional licenses, certifications and professional memberships

Typing WPM: _____

Summarize any additional information such as experience, skills or qualifications which you feel may be helpful to us in considering your application.

References

<u>Name and Occupation</u>	<u>Address/Phone</u>	<u>Years Acquainted</u>

Applicant Declaration

Please read the following statement, sign and date.

I understand that any unanswered questions may cause this application to be rejected.

I certify that the statements contained in this application are true and accurate to the best of my knowledge and I understand that, in the event of employment, any false or misleading statements on this application may be cause for dismissal if employed. I agree that, if I am hired, Evans & Dixon LLC has the right, exercisable in its sole discretion, to make and implement decisions relating to my position, compensation, retention, termination, benefit programs and other terms and conditions of employment. I agree that, if I am hired, my employment will be an employment- at-will, subject to termination by Evans & Dixon LLC, or by me at any time, with or without cause.

I understand that Evans & Dixon LLC is not bound by anything to the contrary which may be communicated to me. I further agree that any Evans & Dixon LLC personnel handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is subject to change or withdrawal by Evans & Dixon LLC at any time and does not modify the employment-at-will relationship described above. I also agree that all former employers or any other persons may furnish Evans & Dixon LLC with all information regarding their record of my service, salary, character, and reason for leaving. I hereby release such former employers and persons from all liability of providing such information.

All references of Evans & Dixon LLC in this Application Declaration shall be interpreted to include St. Louis, Kansas City and other offices.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Interviewed By: _____		Date _____
Comments: _____ _____ _____ _____		
CFO Approval:	POSITION	Division
Grade	Salary	Will Report