



**Cobos Group** is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, or political ideology. Interviews and placements within companies are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed. Please let us know if you need an accommodation in order to participate in the application process.

LAST NAME	FIRST NAME	MI	HOME PHONE	DATE
ADDRESS	STREET / Apt. #	CITY	STATE	ZIP
MAIL ADDRESS	(if different from Street Address)	CITY	STATE	ZIP

**E-mail Address:** \_\_\_\_\_

- U.S. CITIZEN OR LEGAL RIGHT TO WORK IN U.S?       YES    NO      - ARE YOU PRESENTLY 18 YEARS OF AGE OR OLDER?       YES    NO

- ARE YOU WILLING TO TAKE A DRUG TEST AS A CONDITION OF EMPLOYMENT?       YES    NO      - HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION?       YES    NO

- ARE YOU SEEKING FULL-TIME OR PART-TIME ASSIGNMENTS?       FT       PT      - HOW DID YOU HEAR OF COBOS GROUP?       EITHER FT OR PT

**EDUCATION AND FORMAL TRAINING**

High School	City/State	Field of Study	Diploma ?
College/University	City/State	Field of Study	Degree OR # years completed
College/University	City/State	Field of Study	Degree OR # years completed
College/University	City/State	Field of Study	Degree OR # years completed
Business or Trade School	City/State	Field of Study	Degree / Certificate received

**EMPLOYMENT HISTORY**

List current or most recent position first. The information you furnish may be used for reference purposes.

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Responsibilities: \_\_\_\_\_ May We Contact?    Yes    No

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Responsibilities: \_\_\_\_\_ May We Contact?    Yes    No

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Responsibilities: \_\_\_\_\_ May We Contact?    Yes    No

## HUMAN RESOURCES SKILLS

Check the skills in which you have experience and any certifications you hold.

- BENEFITS**
- Plan Design
  - Flex / Sect. 125
  - Pension
  - 401(K)
  - Self-Insured
  - Open Enrollment
  - Orientation/Handbook
  - Cobra
  - FMLA
  - Stock Options
  - Other \_\_\_\_\_

- TRAINING & DEVELOPMENT**
- Design
  - Facilitation/Team Building
  - Needs Assessment
  - Succession Planning
  - Industry-specific
  - Other \_\_\_\_\_
- AAP**
- AA/EEO Policy Development
  - Tracking/Reporting
  - Audits/Investigations
  - Other \_\_\_\_\_

- HRIS**
- System Evaluation
  - System Conversion
  - Ad Hoc Reporting
  - ABRA
  - ADP/HR Partner
  - Ceridian
  - Cyborg
  - Genesys
  - Lawson
  - PeopleSoft
  - SAP
  - Other \_\_\_\_\_

- COMPENSATION**
- Design
  - International Comp.
  - Variable/Sales Comp.
  - Job Evaluation/Descriptions
  - Salary Surveys
  - Work with consultants
  - HAY System
  - Performance Appraisals
  - Other \_\_\_\_\_

- RECRUITMENT**
- Technical / MIS
  - International
  - Internet
  - Exempt
  - Non-Exempt
  - Screening/Testing
  - Program/Strategy Development
  - Other \_\_\_\_\_

- EMPLOYEE RELATIONS**
- Sexual Harassment
  - ADA, AIDS
  - Labor Relations
  - Performance Management
  - Discrimination
  - Drug Abuse
  - Other \_\_\_\_\_

- CERTIFICATION**
- PHR
  - SPHR
  - CEBS
  - CCP
  - CBP
  - Other \_\_\_\_\_

## HARDWARE / SOFTWARE

EQUIPMENT

SOFTWARE

APPLICATION TYPE

(Such as IBM PC, MAC, etc.)

(Such as WordPerfect, Excel, Access, etc.)

- Word Processing
- Spreadsheet
- Database Management
- Desktop Publishing
- Graphics
- Electronic Mail
- Other Equipment or Software

## ADDITIONAL SKILLS

Please list any additional HR, language or related skills that would assist us in placing you on assignment.

## EMPLOYMENT AGREEMENT

I certify that the information contained in this application is correct and accurate to the best of my knowledge. I understand that falsification of this information is considered grounds for dismissal from Cobos Group and from any temporary position to which I may be assigned.

I agree that if I am employed by Cobos Group now or at any time in the future, my employment is at will, which means that my employment may be terminated by Cobos Group or me at any time with or without cause or notice and without liability to me for wages or salary, except any such wages or salary earned prior to the date of my termination. I understand the term of my employment with Cobos Group shall be limited to the duration of any temporary assignment which I accept. I also understand that any estimate of the duration of my employment does not alter my at-will status, and that I am not guaranteed employment for any length of time. I further understand that no representative of Cobos Group other than the president has any authority to enter into an agreement with me that is contrary to this at-will provision, and that any such contrary agreement must be in writing signed by the president.

I authorize Cobos Group and its representatives to contact the persons or companies I have listed as references regarding me, my work habits, skills, or professional conduct unless I have indicated otherwise.

I further authorize a background investigation to be made by Cobos Group and its selected agents to solicit information about my background including, but not limited to, information about my employment, education, driving record, criminal record, and general public records history. Cobos Group may use this information in the course of its business, and may disclose the results of any background investigation to its clients.

I release Cobos Group, its representatives and selected background investigation agents, and all persons, agencies and entities providing information or reports about me from any and all liabilities arising out of the release of any such information or reports. I also authorize my former employers to provide information about me to Cobos Group, its representatives and background investigation agents.

I voluntarily waive all recourse and release all parties from liability for complying with this authorization. Furthermore, I will allow a Photostat or facsimile copy of this authorization to be considered as though it were an original.

I further agree that I will not accept an offer of employment from a Cobos Group client where I have previously been referred to that client by Cobos Group without written consent of Cobos Group.

I have read, understand and agree to the terms of this Employment Application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date