



FAX THIS COMPLETED FORM
TO 212-625-0498

SHORT-FORM EMPLOYMENT APPLICATION

BACKGROUND CHECKS

Belcom LLC is concerned about violence in the workplace, falsified employment applications, and employee theft.

We will conduct a full background check on all candidates for employment.

PLEASE COMPLETE AND SIGN THE SEPARATE NOTIFICATION FORM

Belcom LLC

**80 Broad St., 5FL
New York, NY 10004**

Thank you for considering applying for a position with our Company. We appreciate your completing this short-form application. If we have a position open with our company and we find from the information you have provided on this form that you may be qualified for that position, we will invite you to complete our entire employment application. This application will remain on file for 180 days from the date herein whereupon you should resubmit a new application if you are interested in a position with our company.

It is important that you fully and accurately complete this form yourself and indicate the position(s) for which you wish to be considered. Please be very careful completing this application. We use a sophisticated and detailed background and employment screening process which will disclose inaccurate, false, and/or incomplete or omitted information.

The following must be filled out completely for your application to be considered

[Please Print]

PERSONAL INFORMATION:

Name _____
Last First Middle

Have you ever used another name? Yes No List all other names by which you have been known: _____

Business Telephone (_____) _____ Home Telephone (_____) _____

Social Security # _____ Have you ever used another Social Security Number? Yes No

Present Address: _____
No. Street City State Zip

Mailing Address: _____
(if different) No. Street City State Zip

Email Address: _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No
(Note: Proof of age and eligibility for employment will be required if you are hired.)

Have you ever been asked to resign from a job? Yes No Please explain: _____

EMPLOYMENT DESIRED: Position applying for: **INDEPENDENT SALES REPRESENTATIVE/COMMISSION ONLY**

Are you applying for:

Regular full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Regular part-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary work, e.g., summer or holiday work? <input type="checkbox"/> Yes <input type="checkbox"/> No
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What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?..... From _____ To _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____ Salary desired? _____

Have you ever applied to or worked for our Company before? Yes No If yes, when? _____

Do you have any friends or relatives working for our Company? Yes No If yes, state name(s) and relationship(s) _____

Why are you applying for work at our Company? _____

EDUCATION, TRAINING AND EXPERIENCE:

School:	<u>Name and Address</u>	<u>No. of Years Completed</u>	<u>Degree or Diploma</u>	<u>Did you Graduate?</u>
High School	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vocational/Business	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Some of our customers/clients may not speak English. Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s): _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at our Company? Yes No Explain: _____

Please describe your skills in detail: _____

List any Computer Programs with which you are familiar: _____

Please describe in your own words why you wish a position with our company: _____

Have you ever, under your name or another name, been convicted of (or pleaded guilty or nolo contendere to) to a Felony or Misdemeanor? Yes No

(Do not identify convictions for which the criminal record has been expunged, sealed or eradicated by the court; or, misdemeanor convictions for which any probation has been completed and the case dismissed by the court.)

If yes, explain each conviction fully, when, where and of what you were convicted and disposition of the case(s): _____

(Note: No applicant will be denied employment solely on the grounds that they have been charged, committed or been convicted [or pleaded guilty or nolo contendere] of a criminal offense; or, solely on an affirmative answer above. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.)

BY MY SIGNATURE, I PROMISE THAT I HAVE PERSONALLY COMPLETED THIS APPLICATION. I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IN THIS EMPLOYMENT APPLICATION (AND ACCOMPANYING RESUME, IF ANY) IS TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY FALSE INFORMATION OR SIGNIFICANT OMISSIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT, AND MAY BE JUSTIFICATION FOR MY DISMISSAL FROM EMPLOYMENT IF DISCOVERED AT A LATER DATE.

Date: _____

Signature: _____