



# US Merchant Services APPLICATION FOR EMPLOYMENT

5665 Plaza Drive Suite 100  
Cypress, CA 90630-5037  
Phone: 714 827 7000  
Fax: 866 271 1411

**AN EQUAL OPPORTUNITY EMPLOYER**

DATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

How did you learn of this position? (Circle as appropriate): Advertisement; Friend; Walk-In; Agency; Relative; Prior Employment

**PERSONAL**

NAME: \_\_\_\_\_  
Last
First
Middle

Other names under which you have worked: \_\_\_\_\_

STREET ADDRESS (no P.O.Box) : \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE/Email: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

HAVE YOU REACHED THE AGE OF 18?     YES     NO

Do you have any relatives working for US Merchant Services?     YES     NO

If yes, give their name, USMS position and your relation:  
 \_\_\_\_\_

Do you have reliable transportation to/from work? (Circle) : Yes / No      Own Vehicle       Public Transport

**ARE YOU A CITIZEN OF THE UNITED STATES OR DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES?**     YES     NO  
 (Written proof of citizenship or right to work will be required at time of hire)

As an adult, have you ever been convicted of a felony or misdemeanor, other than a misdemeanor conviction for marijuana possession that is over 2 years old, or been on parole or probation as a result of a conviction?  
 YES     NO

If yes, list all convictions since your 18<sup>th</sup> birthday on an attached sheet. Include specific offense, date, and place of conviction.  
 (A yes answer will not automatically disqualify you from being hired, however misrepresentation of your conviction history will result in termination or disqualification for employment.)

**EDUCATION/TRAINING/SKILLS:** Check Appropriate Box if you possess one of the following:     High School Diploma     G.E.D. Certificate  
 College: 1    2    3    4    Post Graduate Work \_\_\_\_\_ Years

Colleges, Universities, Vocational Technical Schools Attended	City/State	Dates Attended		Course of Study/Major	Degree or Certificate	Total Units Completed	
		From	To			Semester	Quarter
Typing Speed:							

Machines Operated/Software Experience/ Other Training/Skills Relative to Position Seeking:

### EMPLOYMENT HISTORY

The following section must be filled out completely. Begin with your most recent position and account for all experience within the past 10 years, whether related to the position you are applying for or not. Voluntary, non-paid experience will be accepted if job-related. Use additional sheets if necessary. You may submit a resume or other supporting documentation if you wish, but that does not substitute for completion of this section.

Dates employed: From: Month/Yr.	To: Month/Yr.	Total: Yrs./Months	Hours per week:
Name of employer:		Phone:	
Address of employer:			
Your job title or occupation:		Salary: Beginning	Ending:
Reason for Departure:	Supervisor's name: Title:		
Your duties & responsibilities:			

Dates employed: From: Month/Yr.	To: Month/Yr.	Total: Yrs./Months	Hours per week:
Name of employer:		Phone:	
Address of employer:			
Your job title or occupation:		Salary: Beginning	Ending
Reason for Departure:	Supervisor's name: Title:		
Your duties & responsibilities:			

Dates employed: From: Month/Yr.	To: Month/Yr.	Total: Yrs./Months	Hours per week:
Name of employer::		Phone:	
Address of employer::			
Your job title or occupation:		Salary: Beginning	Ending
Reason for Departure:	Supervisor's name: Title:		
Your duties & responsibilities:			

EMPLOYMENT HISTORY CONTINUED

Dates employed: From: _____ Month/Yr.	To: _____ Month/Yr.	Total: _____ Yrs./Months	Hours per week:
Name of employer:		Phone:	
Address of employer:			
Your job title or occupation:		Salary: Beginning	Ending
Reason for Departure:	Supervisor's name:		Title:
Your duties & responsibilities:			

**AGREEMENT - READ CAREFULLY BEFORE SIGNING**

I hereby certify that I have been informed of the duties, the hours and days of work of the position for which I am applying, and that the information is correct and complete to the best of my knowledge.

I agree to have any of my statements checked by the Company unless I have indicated to the contrary. Further, I understand that falsification or omission of any material information on this application may be considered cause for immediate termination if I receive a job offer from USMS. I agree that, if employed, I will abide by all the policies and procedures established by USMS.

I hereby acknowledge that my employment is “at-will” and that I may resign at any time and the Company may terminate my employment at any time, with or without cause, and with or without notice, and that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the nature of the employment relationship unless specifically acknowledged in writing by the President of the Company.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Company Use Only</b>	
Interviewed: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Remarks:	
Employed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Starting Date _____
Job Title: _____	Compensation Plan: _____ Dept: _____
By: Name: _____ Title: _____	
Date: _____	

