

NOTICE TO APPLICANTS

Please read the following paragraphs before completing this application.

Pre-Employment Drug Screening

This company believes in a drug-free workplace. In order to maintain a drug-free environment, this company, as part of its drug policy, uses drug screening tests to ensure conditional employees are not currently engaging in the use of illegal drugs. Before you can commence employment, you must sign an agreement to submit a urine sample for testing and pass a drug screening process. A consent form must be signed by your parent or guardian if you're less than 18 years of age. Testing will take place at a company selected clinic at the company's expense.

If you fail to sign the pre-employment drug screening consent or test positive on the drug screening test, you may be denied employment.

You will not be permitted to commence employment until you have passed the drug screening test. However passing the drug screening test does not guarantee continued employment.

If, for any reason, you do not wish to comply with these policies, please discontinue the application process.



Resolving Receivables with Compassion, Clarity and Results

3131 S Vaughn Way Suite 426 ~ Aurora, CO 80014

APPLICATION FOR EMPLOYMENT

Revenue Enterprises is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, sexual orientation, marital status, military status, disability, or any other characteristic protected by law.

Please print carefully or to fill out on-line - tab between fields, click on buttons and check boxes. Save when finished.

Name: _____ Today's Date ____/____/____
Last First Middle Initial Mo Day Yr

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ (_____) _____ - _____ (_____) _____ - _____
Home Number Cell Number Work Number

Min. Salary Req: \$ _____ Curr Annual Salary: \$ _____ Base: \$ _____ Commission: \$ _____ Total: \$ _____

Position You Desire: _____

If hired, can you provide proof that you are eligible to work in the United States? Yes _____ No _____

EDUCATION

Degree	Subject	School	GPA	Scale

Other Applicable Training: _____

Have you been convicted of a felony within the last seven years? Yes _____ No _____

(Note: A conviction will not automatically disqualify applicant from employment. All circumstances will be considered) If yes, please explain:

Are you bondable? Yes _____ No _____

What other languages do you speak/write fluently? _____

(Note: Furnishing this information is voluntary. Individuals who are fluent in more than one language can help serve a larger number of our clients.)

What other skills or experience do you have that would be applicable to the position for which you are applying?

Do you have any supervisory experience? Yes _____ No _____

JOB HISTORY

BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION

Please list your employment for the last 5 years, EVEN IF YOU HAVE A RESUME

1. FROM: ____ / ____ / ____
MO YR Company Name City State

TO: ____ / ____
(____) ____ - ____ \$ ____ \$ ____
Phone Number Beginning Salary Ending Salary

DUTIES: _____

Reason for leaving: _____

May we contact your present employer? YES _____ NO _____

If no, why? _____

2. FROM: ____ / ____ / ____
MO YR Company Name City State

TO: ____ / ____
(____) ____ - ____ \$ ____ \$ ____
Phone Number Beginning Salary Ending Salary

DUTIES: _____

Reason for leaving: _____

May we contact your employer? YES _____ NO _____

If no, why? _____

3. FROM: ____ / ____ / ____
MO YR Company Name City State

TO: ____ / ____
(____) ____ - ____ \$ ____ \$ ____
Phone Number Beginning Salary Ending Salary

DUTIES: _____

Reason for leaving: _____

May we contact your employer? YES _____ NO _____

If no, why? _____

4. FROM: ____ / ____ / ____
MO YR Company Name City State

TO: ____ / ____
(____) ____ - ____ \$ ____ \$ ____
Phone Number Beginning Salary Ending Salary

DUTIES: _____

Reason for leaving: _____

May we contact your employer? YES _____ NO _____

If no, why? _____

Application Terms

Please fully and accurately complete this Application for Employment. Failure to complete any portion of the Application may preclude you from being considered for employment. If a portion of the Application is left blank, including signature and date lines, this will disqualify you from the selection process. REL may use information given in the application process to investigate your previous employment and background.

To protect the welfare and provide for the safety and privacy of the public; patients; clients; customers; and employees of REL a criminal conviction and/or background investigation will be conducted on all new and rehired employees. This background investigation is for the purpose of verifying accuracy and completion of prior law violation(s) revealed during the employment process. REL will require all new and rehired employees to sign the Pre-employment Screening Disclosure and Release Form authorizing an investigation of past criminal convictions and pending charges (as required and authorized by law). This investigation is a condition of employment. When convictions are revealed which were not disclosed prior to an offer of employment; the applicant will not be subject to hire. If hired, the employee will be subject to immediate termination. Employees terminated for falsification of Application are ineligible for rehire. Convictions disclosed in the employment process will not necessarily bar employment.

Factors such as age and time of the offense; seriousness and nature of the violation; and rehabilitation completed will be taken into account. Information disclosed in the Application for Employment and the results of the criminal investigation and/or background investigation will be treated in a confidential and professional manner, and shared only those staff having a work-related need to know.

Other Provisions

Please initial below indicating your review and acknowledgement of the following:

1. I understand that applicants hired by REL will be covered by policies and procedures of REL. Promotions, initial salary adjustments, and other employment decisions will be made at the discretion of REL, based on performance and the needs of REL. Working conditions, duties, benefits, work rules and applicable policies may change from time to time depending upon the needs of REL.

_____ (Initial)

2. I understand that all REL Applicants must successfully pass a pre-employment drug test prior to beginning work for REL. Positive drug tests will result in any offer of employment being withdrawn and the applicant may not be eligible to reapply at REL for two years.

_____ (Initial)

3. I acknowledge and understand that I may have access to proprietary or other confidential information belonging to REL or its clients, customers or others. In addition, I acknowledge and understand that I may have access to confidential information of those who come in contact with REL. Therefore, except as required by REL or by law, I must agree not to disclose any information to any other person or allow any other person to access any information related to REL or its clients, customers or others which is proprietary or confidential and/or pertains to personal and private information. "Disclosure of Information" can be defined as, but is not limited to, verbal discussion, facsimile transmissions, electronic mail messages, mail communication, written documentation, "loaning" computer access codes and/or any other electronic transmission or sharing of data. If employed by REL, I agree to this requirement.

_____ (Initial)

4. I understand that REL considers applications for employment only for specific open positions. Applications will be considered inactive after 60 days. If I wish to be considered after that time, I must complete a new REL Application for employment.

_____ (Initial)

5. I understand that if I am hired, proof of citizenship or immigration status will be required to verify my lawful right to work in the United States.

_____ (Initial)

CERTIFICATION

I hereby certify that all information on my Application for Employment, and any attachments thereto, are true and complete. I understand and agree that any falsification or omission of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment with REL. I also understand that all information on the Application is subject to verification, and that I will be asked to consent to criminal background checks and/or background investigation and pre-employment drug testing during the course of the application process. I agree that REL may contact any reference, employer and/or educational institution listed on the Application, and I further authorize REL to rely upon and use, as it sees fit, any information received from such contacts, and release all parties from all liability for any damages that may result from furnishing such information to you. Further, I understand that my employment, if accepted, will be "at-will" and can be terminated with or without cause, either by myself or REL at any time for any reason. I understand that no representative of the Company, other than an Officer of the Company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing and if such agreement is made, it must be in writing and signed by an Officer of the Company. In consideration of my employment, I agree to conform to the rules and regulations of the Company. My signature below indicated that I have read and agreed to be bound by the above statements and conditions.

Signature: _____ Date: _____

INVITATION TO SELF-IDENTIFY

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

REL considers applicants for employment without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, or any other characteristic protected by law. REL complies with all applicable laws governing employment practices and does not discriminate on the basis of any unlawful criteria.

REL is obligated to report demographic information regarding its employees and job applicants to the US department of Labor (DOL) and/or the Equal Opportunity Commission (EEOC). The government suggests REL to invite individuals, such as you, to provide information to REL directly. REL agrees that this approach produces more accurate information.

As an employer of 100 or more employees and/or an affirmative action employer with federal contracts exceeding \$50,000 and 50 or more employees, REL is required to create and maintain this information on all employees. REL is also required to request the information from job applicants. Job applicants are not required to respond. PROVIDING INFORMATION IS STRICTLY VOLUNTARY. However we ask that you do so because REL wishes its statistical analysis to be as accurate as possible. Missing or inaccurate information may produce results that are inaccurate.

Failure to provide this information will not be used in any employment decision, nor will it subject you to any adverse personnel decision or action. This survey is NOT a part of your official employment record. The information contained herein will be used and kept confidential in accordance with applicable laws and regulations. Your cooperation is appreciated.

PLEASE PLACE A CHECK IN THE APPROPRIATE BOXES BELOW

Check One: ☐ Female ☐ Male
 Check One *: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Check One* (Only if not Hispanic or Latino. If not Hispanic or Latino, please identify your race):

<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/> Two or more Races	Persons who identify with two or more race/ethnic categories named above.

PLEASE NOTE: If you receive an offer of employment, you will be invited to identify, at that time, any disability for which you need an accommodation, or your status as a U.S. military veteran.