

PLEASE PRINT

Position(s) Applied For: _____ Date of Application: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City/State/Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever applied for a position with us before? Yes No If Yes, give approximate date: _____

Are you currently employed? Yes No On what date would you be available to work? _____

Are you available to work: Full Time Part Time - # Hours per week: _____ Temporary – For how long? _____

Are you authorized to work in the U.S.? Yes No (*Proof of authorization to work is required upon employment.*)

Have you ever been convicted of a felony that has not been annulled by a court? Yes No

If YES, please explain: _____

(Note: Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, the nature of the offense, rehabilitation and relationship of the offense to employment will be taken into account.)

Are you available and willing to travel if the job requires you to do so? Yes No What % of time? _____

Can you perform all of the essential functions of the job for which you are applying? Yes No (*Applicants with disabilities may, with the Americans with Disability Act, request accommodations needed to participate in the application process and to perform required job functions.*)

EDUCATION/TRAINING

High School: _____ Location: _____ Highest Year Completed: 9 10 11 12

Undergraduate College/University: _____ Highest Year Completed: 1 2 3 4

Degree: _____ Course(s) of Study (Major and Minor): _____

Graduate/Professional: _____ Highest Year Completed: 1 2 3 4

Degree: _____ Course(s) of Study: _____

REFERENCES Business References Only (Personal References Will Not Be Accepted)

Name	Company	Title/Relationship	Daytime Phone

May we contact your current employer? Yes No

EMPLOYMENT EXPERIENCE

Please start with your current or most recent job. You must complete this section even if you are attaching a resume.

Employer: _____	Dates Employed: From: _____	To: _____
Address: _____	Phone: _____	
Job Title: _____	Supervisor: _____	
Reason For Leaving: _____	Starting Salary: _____	Ending Salary: _____
Primary Responsibilities: _____		

Employer: _____	Dates Employed: From: _____	To: _____
Address: _____	Phone: _____	
Job Title: _____	Supervisor: _____	
Reason For Leaving: _____	Starting Salary: _____	Ending Salary: _____
Primary Responsibilities: _____		

Employer: _____	Dates Employed: From: _____	To: _____
Address: _____	Phone: _____	
Job Title: _____	Supervisor: _____	
Reason For Leaving: _____	Starting Salary: _____	Ending Salary: _____
Primary Responsibilities: _____		

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that if hired, my employment with Ipswitch is conditional on a background and reference check. I hereby authorize Ipswitch to investigate all statements contained in my application, resume and references. I authorize Ipswitch to contact my former employers, schools I attended, and any references to confirm information I have provided and otherwise to inquire about my education, background skills and general character. I hereby release Ipswitch, its employees and agents as well as all those contacted from any and all claims or liabilities arising out of or related to such investigation, disclosure or release of information.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted or will be retained.

I hereby understand and acknowledge that, if hired, employment with Ipswitch is on an "at will" basis and can be terminated by either me or Ipswitch at any time, with or without cause or reason and with our without prior notice.

If hired, I understand that false or misleading information given in my application, resume or interview(s) may result in termination of my employment.

Signature of Applicant

Date

VOLUNTARY SURVEY

It is the policy of Ipswitch to provide equal employment opportunities to applicants and employees without regard to race, color, national origin, citizenship, religion, sex, sexual orientation, age, marital status or disability (mental or physical). As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply. The purpose for this data record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this data record is optional.

Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Please check all that apply: Male Female

Hispanic or Latino Not Hispanic or Latino

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander

White Two or More Races

Vietnam Era Veteran Disabled Veteran Disabled Individual