



Employment Application

Altegrity, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law. Altegrity, Inc. also takes affirmative action to employ, and advance in employment, qualified women, minorities and covered veterans. Altegrity, Inc. also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state laws.

P E R S O N A L	Last Name	First Name	Middle Initial	Social Security Number - -
	Present Address	City	State	Zip
	Home Email Address			Telephone # with Area Code -
	Position Desired			Work Phone # with Area Code -
	<input type="checkbox"/> full-time	Salary Desired	Willing to Travel ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> part-time			

Are you at least 18 years or older? Yes No If not, will you be able to obtain the necessary working papers? Yes No

Do you currently have unrestricted authorization to work for any employer in the U.S.? Yes No Will you need sponsorship? Yes No

List current or most recent employer first. Please note that base salary does not include bonus, commission, benefits, overtime, or other salary incentives. Identify all periods of time during which you were employed or attending school (e.g., military service). Please account for your entire employment history (including volunteer positions). Attach additional sheets of paper, if necessary.

E M P L O Y M E N T	1	Name of Employer	Address	HIRE DATE		
		Your Position	Description of Duties	DATE LEFT		
		Supervisor's Name & Title		Supervisor's Telephone Number	STARTING BASE SALARY	
		Reason for Leaving		CURRENT/LAST BASE SALARY		
	2	Name of Employer	Address	HIRE DATE		
		Your Position	Description of Duties	DATE LEFT		
		Supervisor's Name & Title		Supervisor's Telephone Number	STARTING BASE SALARY	
		Reason for Leaving		CURRENT/LAST BASE SALARY		
	3	Name of Employer	Address	HIRE DATE		
		Your Position	Description of Duties	DATE LEFT		
		Supervisor's Name & Title		Supervisor's Telephone Number	STARTING BASE SALARY	
		Reason for Leaving		CURRENT/LAST BASE SALARY		
	4	Name of Employer	Address	HIRE DATE		
		Your Position	Description of Duties	DATE LEFT		
		Supervisor's Name & Title		Supervisor's Telephone Number	STARTING BASE SALARY	
		Reason for Leaving		CURRENT/LAST BASE SALARY		
			OVERTIME/BONUS/COMMISSION/ETC			

May we contact your current Employer? Yes No If no, your current Employer will only be contacted with your consent or after you have given notice of resignation.

E D U C A T I O N	SCHOOLS	NAME AND LOCATION	AREAS OF STUDY		# of Yrs. Completed	Did You Graduate?	Degree Awarded
			Major(s)	Minor(s)			
	High School					Y / N	
	College/University					Y / N	
	Graduate, Business or Other					Y / N	

Professional Licenses Held or Pursuing (specify): _____	Designations Held or Pursuing (specify): _____ _____
Relevant Office Skills/Software: _____ _____	Language Proficiencies (read/speak/write): _____ _____

Referred by: Job Posting Former Employee Advertisement College Recruiting Agency/Executive Search
 Internet Job Fair Employee Referral

Referring Employee: _____

Are you related to a current employee of Altegrity, Inc., and/or any of its subsidiaries?
 Yes No If yes, please provide employee's name, company and department and your relationship to the employee. _____

This information will be used for job placement purposes, consistent with applicable law.

Have you ever been employed by: Altegrity, Inc., and/or any of its subsidiaries?
 No Yes – Please specify the company name, location, dates, and last position: _____

Reason for Leaving: _____

Have you ever been convicted of or have you pleaded guilty to a felony or misdemeanor (exclude minor traffic offenses or convictions which have been sealed or expunged)? (Note: Applicants in **California** should not include any convictions for marijuana possession that occurred more than two years prior to the date of application or for misdemeanors for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code 1203.4 [2 CA ADC 7287.4(d)].) (Note: Applicants in **Connecticut** should not include records that have been erased, including: a) records pertaining to a finding of delinquency or that a child was a member of a family with service needs, b) an adjudication as a youthful offender, c) a criminal charge that has been dismissed or nolle, d) a criminal charge for which a person has been found not guilty, or e) a conviction for which a person received an absolute pardon. Be advised that anyone in Connecticut whose criminal records are erased shall be deemed to have never been arrested and may so swear under oath. [C.G.S.A. sec. 31-51i]) (Note: Applicants in **Georgia** should not include any convictions under the First Offenders Act where the court, upon verdict or plea of guilty of nolo contendere, but before an adjudication of guilt, defers further proceeding and places the offender on probation or sentences the offender to a term of confinement.) (Note: Applicants in **Hawaii** should not respond to this question until they receive a conditional offer of employment.) (Note: In addition to the above exclusions, applicants in **Massachusetts** should not include any information relating to a first conviction for any of the following misdemeanors: drunkenness, simple assault, affray or disturbance of the peace. Further, convictions for any misdemeanors where the date of conviction or date of completion of incarceration, whichever date is later, occurred five or more years prior to date of application should not be included.) (Note: Applicants in **New Hampshire** should not include any information relating to a conviction that has been annulled by the Court.) (Note: Applicants in **New York** should not include any information relating to a youthful offender adjudication. [NY Exec. Law sec. 296]) (Note: Applicants in **Utah** should only include information related to felonies that are job related. [UT ADC R606-2]) (Note: Applicants in the state of **Washington** should not include any information on convictions which either do not reasonably relate to job duties or where the date of conviction or date of prison release, whichever date is later, occurred more than ten years prior to the date of application. [WA ADC 162-12-140])

No Yes – Please provide the nature of the crime, where and when you were convicted, the disposition of the case, and other relevant facts you feel should be considered: _____

* A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent consistent with applicable law.

Read each of the statements carefully and affirm that you understand and consent to them by signing at the bottom of the page. Please date your signature.

False Application False answers or omissions to questions or false statements or omissions made on this application, during interviews or in your resume, or in supplement thereto, including, but not limited to, with respect to duties, responsibilities, job title, education or salary and bonus information, may invalidate your application or, if you are hired, may be grounds for discharge from employment.

Handbooks, Manuals, Policies, Procedures, Benefits, Etc. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy, procedure, practice, condition, or process affecting employees. Descriptions of these that may be contained in any handbook, manual, policy, and the like are for informational purposes and are not intended to be, nor should they be construed to constitute, an employment contract, an offer of initial or continuing employment, or a promise or a guarantee made by the Company.

Immigration Reform and Control Act (IRCA) This federal law prohibits the employment of unauthorized aliens and further requires that, if you are hired, Altegrity, Inc. verify your identity and your authority to work in the United States on a Form I-9, even if you are a U.S. citizen. This must be done within three days from when you begin employment. You are responsible for obtaining and providing the documentation required to perform the verification. Failure to provide required information will result in termination of employment. [Information concerning the verification procedure and requirements is available upon request.]

State Polygraph Notices **MASSACHUSETTS APPLICANTS: IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY. MARYLAND APPLICANTS: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

Authorization I voluntarily give Altegrity, Inc. or its authorized agent the right to make any investigation of my background deemed necessary by them including, but not limited to, my present and former employment, my educational background, and my personal or professional references; and I hereby authorize those persons or institutions contacted by Altegrity, Inc. or its agents to provide the information requested, including the reasons for termination of my employment, work performance, and other information pertinent to my qualifications for employment. Any offer of employment is contingent upon the successful completion of the Company's total pre-employment screening process.

Employment is "At Will" Employment at Altegrity, Inc. is for an indefinite and unspecified duration. If you are hired, you may leave employment at will, and the Company may discharge you or any or all other employees at any time, without notice, and for any reason not prohibited by law. The preceding sentence may not be changed or superseded by any oral or written statement, Company manual, policy, or benefit plan, and may only be changed or superseded by: 1.) A special written agreement specifying in detail the duration and terms of your employment, which has been executed by you and an executive corporate officer of Altegrity, Inc. or 2.) A written, formal restatement of the employment relationship by the Chairman or President of the Company. The Company disavows any oral or any other written statements to the contrary, and you should not now or in the future rely on any such statements with respect to your employment.

Applicant's Signature/Acknowledgement	Date