Sample Application Cover Sheet

We are happy that you have considered our (Company Name) to bring your talents and expertise to. For more than \_\_\_ years, we have prospered and grown to where we are today - one of the most respected and successful (Company Name) in America. Much of our success is due to employees who have been able to bring their special talents and ideas to the forefront. We take pride in our success and our employee family.

Please note that in our efforts to maintain our integrity, reputation and to provide the highest level of protection to our employees, customers and those we interact with, all Applicants will undergo a rigorous background screening at the appropriate time.

(Company Name) will not discriminate in recruitment and employment practices on the basis of race, color, creed, national origin, culture, marital status, gender, age, religion, sexual orientation, disability or on any other basis prohibited by federal or state law.

Accordingly, all data, statements and Resume contents will be subject to verification by our selected partner, Adam Safeguard. The screening will include Social Security Number verification, criminal history searches, employment verification, education verification, professional license verification, driving records and drug testing depending upon the position sought.

Any attempts to mislead, provide fraudulent information or deceive may disqualify you from consideration for employment or, if hired, may be grounds for termination.