

# Recruiting: Application



Applicant Name	Date Applied (m/d/yyyy)		
Desired Position	Part / Full Time	Part	Full

## Applicant Instructions

Type or write on this form. Submit the form online, or via mail or fax to the location below. An unsigned application is acceptable; we will ask you to sign the form if you meet with us in person.

1604 Crescent Pointe Pkwy                      phone: (979) 776-7520  
 College Station TX 77845                      fax: (979) 776-3805

## Questionnaire

1	Where did you hear about CAPSHER? Include the <u>name</u> of the person, website, college career fair or career center, etc. If it was a search engine, specify the engine and search criteria.		
2	Did someone at CAPSHER recommend you apply here? If so, include the name of the employee.	Yes	No
3	Full-time positions may require travel. How many weeks of the year are you willing to travel?		N/A
4	How many years of paid, professional experience do you have developing software?		
5	How many years of academic or self-directed experience do you have developing software?		
6	What salary range do you think is reasonable for your level of experience?		
7	When would you want to start?		
8	Is this your first time to apply to work at CAPSHER?	Yes	No
9	Are you legally authorized to work in the United States?	Yes	No
10	Are you over 18 years of age?	Yes	No
11	Do you have a valid driver's license?	Yes	No
12	If hired, full time employees must work 40 hours a week, Monday – Friday, primarily between 8 AM – 5 PM. Will you be available to work this schedule? (Part Time applicants check 'N/A'.)	Yes	No N/A
13	If hired, part-time employees must work approximately 20 hours per week, during the span of Monday – Friday, 8 AM – 5 PM. Will you be available to work this schedule? (Full Time applicants check 'N/A'.)	Yes	No N/A
14	If hired, part-time employees who are enrolled in school must submit a copy of their transcript each semester. Will you do this? (Full Time applicants check 'N/A'.)	Yes	No N/A
15	If hired, part-time employees must work at least 10 weeks during the summer. Will you be available to work this schedule? (Full Time applicants check 'N/A'.)	Yes	No N/A
16	Do you plan to work here for longer than one year, continuously?	Yes	No

17	Are you available for occasional team-building activities that occur after-hours or on weekends?	Yes	No
18	Did you graduate and attain each degree listed on your résumé?	Yes	No
19	Are all certifications on your résumé active and able to be verified?	Yes	No
20	May I contact your former supervisors? (If no, please explain why on another sheet.)	Yes	No
21	Are you able to perform the physical demands of this job including the following? - Using computer equipment in an office setting - Occasionally lifting and moving objects up to 40 pounds - Travelling to meet with clients in person.	Yes	No
22	Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?	Yes	No
23	Do you foresee any long term absences from work in the future?	Yes	No
24	Have you ever been convicted of a felony or serious misdemeanor? If so, please explain on another sheet.	Yes	No
25	Do you have responsibilities that will interfere with job attendance?	Yes	No

### On a Separate Paper or Attachment

Current students and full time applicants who graduated within the last two years:  
Provide a current transcript. An unofficial copy is acceptable.

Provide at least two references and state their relationship to you. Full time candidates must provide at least one reference per position held in the last four years.

Provide instructions to verify each degree and certification listed on your resume.

### Disclosures

CAPSHER Technology is an equal opportunity employer, and does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability.

The provision of any false, incomplete, or misleading statements on this application, on any other documents submitted with it, or as part of any other phase of the employment process, will result in the applicant's disqualification or discharge, regardless of when the misrepresentation or omission is discovered.

Applicants are subject to work history and education history checks, to reference investigations, and to a criminal background check. All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment, but may be a basis for refusing employment.

### Signature

I have read and understood the above. I certify that the information in this application is true and accurate to the best of my knowledge and belief. I authorize CAPSHER to perform the investigations disclosed above.

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Signature of Applicant

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Date