

Application for employment at Detwiler Fenton Group, Inc. or one of its subsidiaries

1	Personal Details		
	Position	Date You Can Start	Salary Desired
	First Name	Middle Name	Last Name
	Are you over the age of 18? Y N	Email Address	
	Street Address		
	City	State	Zip
	Home #	Work #	Cell #
	Social Security Number		Current Date

2	Present or Most Recent Employment		
	Job Title		
	Name of Employer		
	Street Address		
	City	State	Zip
	Supervisor	Telephone	Salary
	Dates of Employment	Reason for Leaving	

3	Employment History					
	<i>Please start with the most recent position, excluding that outlined already in Section 3. Please also account for any career breaks. Please list every position held in the last 10 years. Continue on a separate sheet if necessary.</i>					
	<u>Dates</u>		Name & Address of Employer	Job title	Reason for Leaving	Finishing Salary
	From	To				
	Supervisor:			Telephone:		
Supervisor:			Telephone:			

4**Qualifications**

Education		Details			
High School	Name		Degree	Completed YES NO	GPA
	City		Field of Study	Year Completed	
	State	Zip			
College	Name		Degree	Completed YES NO	GPA
	City		Field of Study	Year Completed	
	State	Zip			
Graduate	Name		Degree	Completed YES NO	GPA
	City		Field of Study	Year Completed	
	State	Zip			

Professional Memberships

Group Name	Dates of membership	Position held (if applicable)

Training / Certifications / Licenses Held

Name of training or certificate	Date(s) received	Additional comments

5**References**

Give below the names of two persons not related to you, whom you have known at least one year.
References for candidates are normally contacted prior to final offer unless you indicate that this is not acceptable by ticking the boxes below.

1. <input type="checkbox"/>	Name		2. <input type="checkbox"/>	Name	
	Position			Position	
	Street Address			Street Address	
	City			City	
	State	Zip		State	Zip
	Telephone			Telephone	

6**Emergency Contact(s)**

In the event of an emergency, the firm may need to contact someone to inform them of your status. Please supply at least one contact below. The primary contact is typically a family member or friend. The secondary contact is typically your physician.

1.	Name		2.	Name	
	Relationship			Relationship	
	Street Address			Street Address	
	City			City	
	State	Zip		State	Zip
	Country			Country	
	Home Telephone			Home Telephone	
	Work Telephone			Work Telephone	

7**Additional Information**

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? YES NO

If NO, describe the functions that cannot be performed.

Have you ever been in the Armed Forces? YES NO

Are you now a member of the National Guard? YES NO

Are you related to any board member or employee of DFG? YES NO

If YES, please name and state the relationship:

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? YES NO

Have you previously been invited to interview with DFG? YES NO

If yes, please state position(s) applied for:

Equal Opportunities

DFG is an equal opportunity employer and is committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability, or any other basis of discrimination prohibited by applicable local, state, or federal law.

In addition to compliance with federal EEO statutes, DFG complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including but not limited to the following.

- *Recruitment, hiring, placement, transfer, promotion, and demotion;*
- *Training, development, and educational assistance;*
- *Compensation and benefits;*
- *Educational, social, and recreational programs;*
- *Discipline; and*
- *Termination of employment.*

Employment decisions, subject to the legitimate business requirements of DFG, are based solely on the individual's qualifications, merit, behavior, and performance.

Please read the following statement, then sign and date this application.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during the interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between me and DFG. At DFG, my employment is "at will." This means I am free to terminate my employment at any time, for any reason, with or without cause, and DFG retains the same rights. I further understand and agree that the Chairman of DFG is the only person who may make an exception to this, including the "at-will" status of my employment, and it must be in writing and executed by the Chairman of DFG.

Signature of Applicant: _____ Date: _____

Guidelines for Completing the Application Form

- Please remember that the only information we have of you is what you put on the application form. You must therefore include all the information you wish us to know. You should enclose your resume with the application.
- The aim of the application form is for you to demonstrate to us that you meet the requirements of the job. To do this you will need to provide full yet specific information.
- Please complete every section. Write 'none' or 'not applicable' where you have no information to provide.

Section 1: Personal Details

- This information is required solely for the purposes of contacting you.
- Please provide both home and work telephone numbers so that we can contact you. Any contact made with you at your place of work will be with the utmost discretion.

Section 2: Present or Most Recent Employment

- For this section you will need to give details of your present job. If you are not in employment state the last job you held or any unpaid or voluntary work you are involved in.
- If you have not previously been employed, or have just finished your education, please concentrate on the skills you have and any work experience you have had.

Section 3: Employment History

- Briefly outline all the jobs you have had since leaving full time education starting with the most recent. Please account for any breaks in employment, for example, as a result of returning to study, travel, unemployment etc.
- If you do not have enough space on the application forms please continue on additional paper. These should be clearly numbered and marked with your name. Show the number of additional sheets you have used in the space provided on the application form.

Section 4: Qualifications

- Please include all the qualifications you have gained and show any where you are waiting for results.
- Any training courses that you include should be relevant to the position you are applying for.

Section 5: References

- It is our standard practice to obtain references prior to interview. When choosing your references please ensure that they are people who know about your work, skills and ability. One of your references should be your present or most recent employer. References in a personal capacity should only be provided if no other references are available.

Section 6: Emergency Contacts

- Please provide the name(s) and phone number(s) we should contact in case of an emergency.

Section 7: Additional Information

- Please ensure that you answer every question and give further information where necessary.

Section 8: Equal Employment

- We are committed to equal opportunity. If you have any questions about our policies, please contact our Human Resources department.

Please return your completed application to our Human Resources Department at:

100 High Street, Suite 2800
Boston, MA 02110