

# online employment application

Eliminate delays, gain a higher degree of accuracy and lower recruitment expense.

PAPERLESS | CONVENIENT | CUSTOMIZABLE

With InfoMart's online employment application, now you can cut the clutter of paperwork, eliminate data entry errors and lower the time to hire, all while saving money. Our online employment application is the ideal solution for companies who don't need the full service and expense of an Applicant Tracking System, but still want the convenience of online data collection.

InfoMart's online application is not only convenient, it's customizable too. With several functionality, delivery and display options to choose from, you can tailor the online application to suit your company's individual preferences. You can post the application to a public job board or email a private invitation to a pre-qualified applicant. And because it's from InfoMart, you can trust that you're getting a product that meets your unique needs while offering unrivaled data security at a price that won't break your bottom line.



- Reduce pre-employment paperwork
- Eliminate errors transcribing paper employment applications
- Accelerate the hiring process with applicant access 24 hours per day, including weekends
- Save time spent on data entry; the candidate enters all information necessary for a background check
- Customize pre-qualifying questions, narrowing the pool of applicants to be screened
- Capture electronic consent
- Enjoy reduced responsibility in collecting and archiving applicant data
- Brand with your company's identity
- Stay in tune with today's connected workforce



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 InfoMart Green Service

*The application collects all information necessary to begin a background check.*

*Customize the online form to include your instructions, logo and corporate colors.*

## GENERIC OR CUSTOMIZED INTERFACE

InfoMart's online employment application allows you to choose from a generic pre-set form, or we can customize the application to match your company identity. InfoMart provides all of the fields necessary to conduct a background check based on the services you are ordering for your candidates. If you choose to customize the application, InfoMart will work with your branding team to apply your company's color schemes and logos to the application. In addition, form instructions can be customized for each section of the application (criminal history, education, etc.).

Administration of the online application is easy. You select which users can create and manage applications and select which background screening services are ordered for your candidates. InfoMart will begin the background check immediately once the application is received from the applicant, or your recruiters can review candidates through *WebASAP* and select which candidates to submit for a background check.

## QUALIFYING QUESTIONS

To help eliminate unsuitable job candidates, InfoMart's online application allows you to customize qualifying questions. These qualifiers can be used to determine applicant eligibility before starting the background check. For example, "Are you at least 18 years of age?" or "Are you legally eligible to work in the U.S.?" are possible qualifying questions that a recruiter could use to eliminate ineligible candidates.

Qualifying questions give clients the ability to further streamline their hiring process by selecting how applicant information is handled after initial eligibility or ineligibility is established:

- If the candidate answers a question that would render him or her ineligible, the recruiter can choose to have the application process end there and not allow the candidate to complete the application.
- Or the recruiter can choose not to disqualify a candidate based solely on eligibility and the candidate can submit the application regardless of his/her response to the qualifying questions. Your recruiter then selects which applicants to continue to the background check process.

## reduce data entry & eliminate errors

InfoMart's online employment application eliminates the errors that can occur when recruiters try to transcribe and data enter handwritten job applications. Candidates submit their information through an online form that links directly to InfoMart's screening software, *WebASAP*. Background checks are begun as soon as the applicant's form is received, greatly decreasing your hiring time and eliminating time spent by recruiters data entering applications.

## convenient access

### Public URL

The public URL for the application form can be sent to applicants via email or posted to a job website. If the public URL is used, recruiters will access InfoMart's web-based system, *WebASAP*, to approve applicants for the background screening process.

### Emailed Invitation

Emailed invitations are ideal for clients who only want to background check select candidates. The recruiter sends a candidate the application URL, the candidate completes the application and the data is immediately sent to InfoMart for processing. The background check is automatically started without the need for recruiter approval.

**GET THE  
WHOLE  
STORY.**