

Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application.

Please print.

Name _____

Social Security # _____ Phone (____) _____

Address _____

City/State/Zip _____

Position applied for _____ Shift preferred 1 2 3 Any

Would you accept full-time work?

Yes No

Would you accept part-time work?

Yes No

Have you ever been employed here before? No Yes If yes,

please give approximate dates of prior employment at this company: _____

Educational Background

(Circle highest level completed)

Grammar school 5 6 7 8 Vocational training? _____

High School 9 10 11 12 Graduate degrees? _____

College 1 2 3 4 Training in what field? _____

Name of last school attended _____

Personal References

(Other than family members or previous employers)

1. Name _____ Phone (____) _____

Address _____

2. Name _____ Phone (____) _____

Address _____

3. Name _____ Phone (____) _____

Address _____



For Office Use Only

Applicant # _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes: _____

Attachments:

- Resume
- Applicant Ref. Ck.
- Applicant Interview
- Payroll Change Notice
- Employee DataCard

Previous Employment History

A. Employer's Name B. Address		Kind of Business	Dates				Job Title Nature of Work
			From		To		
			Mo.	Yr.	Mo.	Yr.	
1. A.							
B.							
Starting Base (Pay \$/hr.)	Final Base (Pay \$/hr.)	Supervisor's Name/Title				Reason for leaving	
2. A.							
B.							
Starting Base (Pay \$/hr.)	Final Base (Pay \$/hr.)	Supervisor's Name/Title				Reason for leaving	
3. A.							
B.							
Starting Base (Pay \$/hr.)	Final Base (Pay \$/hr.)	Supervisor's Name/Title				Reason for leaving	

Additional Information

Have you ever been in the U.S. Military Service?

Yes No If yes, What branch: _____
 Highest rank: _____
 Dates: From _____ To _____
 Honorable Discharge? Yes No

Have you ever been convicted for violating any law (excluding minor traffic violations with fines under \$75)?

Yes No

Are you legally eligible for employment in the United States? Yes No

State any other qualifications you have which you believe important to your success with this company?

PROVISIONS (Please read and sign before submitting your application.)

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I understand that offers of employment as well as continuity of employment at TechTrol, Inc. are contingent upon the satisfactory completion of all necessary investigations and will include substance abuse testing.

As a condition of employment:

- I agree to abide by the rules and regulations for employees of TechTrol, Inc. Furthermore, I understand that my continued employment shall be at the sole discretion of TechTrol, Inc.
- I agree to immediately turn over to the company, upon termination of my employment, all data, information, and knowledge of which materials are the sole property of TechTrol, Inc..

Signature _____

Date _____