**Employment Application**

|  |
| --- |
| **APPLICANT INFORMATION** |
| Last Name: | First: | Middle Initial: |
| Current Address: | Apartment/Unit #: |
| City: | State: | Zip: |
| Phone:  | Email Address: |
| Position applying for? | Date Available: | Desired salary: $ |
| Do you have reliable transportation? **YES** **NO**  | We have multiple locations, how far are your willing to drive to work? \_\_\_\_\_\_\_\_\_\_\_ miles |
| Are you a citizen of the United States? **YES NO**  | If no, are you authorized to work in the United States?  **YES NO**  |
| Are you 18 years of age or older? **YES NO**  | Social Security No. \_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_ |
| Have you ever applied to this company before? **YES NO** If so, where?  |
| Have you ever worked for this company? **YES NO** If so, when?  |
| Have you ever been convicted of a felony? **YES NO** If yes, explain:  |
| If selected for employment are you willing to submit to a Background Check? **YES NO** If selected for employment are you willing to submit to a Drug Test? **YES NO**  |

|  |
| --- |
| **EDUCATION** |
| High School: | Address: |
| From: | To: | Did you graduate? **YES NO**  | Degree:  |
|  |
| College: | Address: |
| From: | To: | Did you graduate? **YES NO**  | Degree: Major: |
|  |
| Other: | Address: |
| From: | To: | Did you graduate? **YES NO**  | Degree/Certification:  |

|  |
| --- |
| **CURRENT AND PREVIOUS EMPLOYMENT** *(List in order of date, most recent first)* |
| Company: | Supervisor: |
| Address: | Phone:  |
| Job Title: | Starting Salary: $  | Ending Salary: $  |
| Responsibilities: |
| From: | To: | Reason for Leaving: |
| May we contact your previous employer for a reference? **YES NO**  |
|  |
| Company: | Supervisor: |
| Address: | Phone:  |
| Job Title: | Starting Salary: $  | Ending Salary: $  |
| Responsibilities: |
| From: | To: | Reason for Leaving: |
| May we contact your previous employer for a reference? **YES NO**  |
|  |
| Company: | Supervisor: |
| Address: | Phone:  |
| Job Title: | Starting Salary: $  | Ending Salary: $  |
| Responsibilities:  |
| From: | To: | Reason for Leaving: |
| May we contact your previous employer for a reference? **YES NO**  |

|  |
| --- |
| **REFERENCES** *(Please list three professional references)* |
| Full Name: | Relationship: |
| Company: | Phone:  |
| Address: |
|  |
| Full Name: | Relationship: |
| Company: | Phone:  |
| Address: |

|  |
| --- |
| **REFERENCES** *(continue)* |
| Full Name: | Relationship: |
| Company: | Phone:  |
| Address: |

|  |
| --- |
| **MILITARY SERVICES**  |
| Branch: | From:  | To:  |
| Rank at Discharge: | Type of Discharge: |
| If other than honorable, please explain:  |

|  |
| --- |
| **REFERRALS**  |
| Please tell us how did you learn about this job opportunity: ProTouch Communications / InTouch Call Center Website  Department of Labor Job Posting  Employment Website (*please list*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Newspaper Ad Friend / Family Member |

|  |
| --- |
| **DISCLAIMER AND SIGNATURE**  |
| *I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize investigation of all statements contained herein and the references and employers listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from the utilization of such information.*  |
| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |