

(For Domestic United States Use Only)

# Application for Employment

## PERSONAL INFORMATION

Full Name	First	MI	Last	<i>(You must produce your original Social Security Card upon hire)</i>
Address	Street Address		City, State	Zip Code
Phone Number			Alternate Phone	
Position Applied For				E-mail Address

What type of work would you accept (check all that apply)?  Full-Time  Part-Time  Temporary (FT)  Temporary (PT)

What days and hours are you available to work? \_\_\_\_\_

Are you over 18?  Yes  No

Do you have the legal right to reside and work in the U.S.?  Yes  No *(Documentation is required upon hire)*

Do you have reliable transportation to work?  Yes  No

If a driver's license is required for the position for which you are applying, do you have one?  Yes  No

If a driver's license is required for the position for which you are applying, supply license # and expiration date: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you have applied either with or without reasonable accommodation?  Yes  No

Have you ever been employed by Telmar Network Technology Inc. or its affiliated companies?  Yes  No

Do you have a friend or relative employed by Telmar Network Technology Inc.?  Yes  No If so, who: \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

## EDUCATION AND SKILLS

	High School	Business/Vocational School	Undergraduate College	Graduate or Professional
School Name				
Dates of Enrollment (From/To)				
Location of School (City, State)				
Total Years Completed				
Major/Subject				
Diploma or Degree Received (Yes/No)				
Overall G.P.A.				

Describe any specialized training, apprenticeship, skills or activities relevant to the job for which you are applying: \_\_\_\_\_

Describe any honors, scholarships, award or special recognition that you have received: \_\_\_\_\_

List any professional or vocational certificates, licenses, or registrations that you currently hold or have held: \_\_\_\_\_

## EMPLOYMENT HISTORY

**Please do not merely attach or forward your resume. Telmar Network Technology Inc. will consider for employment only those applicants who complete this application entirely. Do not write "see resume" on this section or anywhere on this application.**

Please list previous employers in chronological order with the present or last employer first. Account for all periods of time including military service and any period of unemployment. If self-employed, give name of company and supply business references.

Company Name	From (Mo/Yr)	Starting Pay	Job Title
Street Address	To (Mo/Yr)	Ending Pay	Reason for Leaving
City State Zip	Supervisor	Phone #	
Job Duties and Responsibilities:			
Company Name	From (Mo/Yr)	Starting Pay	Job Title
Street Address	To (Mo/Yr)	Ending Pay	Reason for Leaving
City State Zip	Supervisor	Phone #	
Job Duties and Responsibilities:			
Company Name	From (Mo/Yr)	Starting Pay	Job Title
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Street Address	To (Mo/Yr)	Ending Pay	Reason for Leaving
City State Zip	Supervisor	Phone #	
Job Duties and Responsibilities:			

*If more space is needed, please use supplemental employment history sheet.*

**BACKGROUND SPECIFICS**

**May we contact your present employer?**  Yes  No

If no, please explain: \_\_\_\_\_

**Have you ever been discharged or asked to resign from any job?**  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Have you ever been reprimanded, suspended, or terminated for fighting or demonstrating any violent behavior on the job, whether or not it was your fault?**  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Have you ever been reprimanded, suspended or terminated by any employer for any act of harassment, whether based upon gender, race, national origin or any other trait or characteristic?**  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Please explain any gaps in your employment history:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please explain why you feel you are fully qualified for the position sought. Include a brief explanation of the skills, qualifications, or other characteristics that will ensure you will be successful in this position?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you ever been convicted or pled no contest or nolo contendere to a felony?**  Yes  No

*Note: Answering "Yes" to the above questions does not constitute an automatic bar to employment. Each case will be determined on its own merits. Any relevant information turned up via that check that is not first disclosed by you will result in your application being rejected.*

If you answered yes, please explain fully, including disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Providing professional references is the applicant's responsibility. Telmar Network Technology Inc. will not consider for employment any person who does not provide the full name and current contact information of at least three professional references who can and will discuss the applicant's career accomplishments and suitability for the position sought.

Please list three professional references who have known you for a year or more:

	Name	Business Name	Phone Number	Address	City, State
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

## AUTHORIZATION & RELEASE FOR REFERENCES

I understand that providing acceptable references is my responsibility and that Telmar Network Technology Inc. may refuse to employ me if I do not provide current contact information for a suitable number of professional references who are both qualified to and willing to discuss with Telmar Network Technology Inc. my experience and my qualifications for the position I am seeking.

I authorize each of the professional references provided by me, as well as any custodian of records at any former employer to release any information regarding my employment, experience and qualifications for the position being sought with Telmar Network Technology Inc. I hereby fully waive any rights or claims I have or may have against the aforementioned, and release them from any and all liability, claims or damages that may directly or indirectly result from the disclosure or release of such information, whether or not that information is favorable or unfavorable to me.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## ACKNOWLEDGMENTS

I hereby certify that everything on this application and its accompanying documents [Background Inquiry Release, Authorization for Drug Test, Supplement Employment History (if applicable) and the Voluntary Equal Employment Opportunity Form (if voluntarily completed)], is true and complete and that I have omitted no material facts or information. I understand that regardless of when discovered, any misrepresentation, falsification or material omission of information on this Employment Application and its accompanying documents or in the interview process, will result in no offer of employment being extended to me, or an extended offer being rescinded or in the termination of my employment with Telmar Network Technology Inc., depending upon when the misrepresentation, falsification or material omission is discovered.

I understand that Telmar Network Technology Inc. participates in the E-verify Worker Authorization Program administered by the US Department of Homeland Security and The Social Security Administration. I understand that once employed by Telmar Network Technology Inc. I will be required to immediately offer satisfactory documentary proof of my right to reside and work in the United States.

I understand that any offer of employment from Telmar Network Technology Inc. is conditional upon my passing a drug test.

I understand that once employed by Telmar Network Technology Inc., I will be required to immediately produce my original Social Security Card.

I understand that my employment with Telmar Network Technology Inc. will at all times be an "at will" relationship which can be ended by me or by Telmar Network Technology Inc., and any time, for any reason or for no reason, with or without notice.

I understand that only the President & Chief Executive Officer of Telmar Network Technology Inc. can modify the "at will" nature of my employment relationship with Telmar Network Technology Inc. and that such modification must be in writing and signed by the President & Chief Executive Officer of Telmar Network Technology Inc. to have any force or effect.

I understand that I will be considered for employment with Telmar Network Technology Inc. only if this application and the required accompanying documents are filled out in their entirety. I also understand that this application will be active for a maximum of thirty (30) days. If I wish to be considered for employment after that time, I must reapply.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date