



# Application for Employment

Date: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ How Long at this Address: \_\_\_\_\_  
(if less than 2 years please complete next line)

Former Address: \_\_\_\_\_ How Long at this Address: \_\_\_\_\_

## Position Information

Position Applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Available to work Overtime?: \_\_\_\_\_

Source of Referral: \_\_\_\_\_ If Friend/Family, Name: \_\_\_\_\_

## Former Employment

Please Begin with your present employer or last employment and state experience. Please include the last five (5) years.

Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employed From: \_\_\_\_\_ to \_\_\_\_\_  
Month / Year Month / Year

Job Description: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

May We Contact this Person?: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employed From: \_\_\_\_\_ to \_\_\_\_\_  
Month / Year Month / Year

Job Description: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

May We Contact this Person?: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_



Employer: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employed From: \_\_\_\_\_ Month / Year to \_\_\_\_\_ Month / Year

Job Description: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

May We Contact this Person?: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Education**

	Name/City, State	Yrs Completed	Diploma/Degree
High School:	_____	_____	_____
College:	_____	_____	_____
Graduate Study:	_____	_____	_____
Other:	_____	_____	_____

**Background**

Skills or Qualifications for this Position \_\_\_\_\_

Professional or Civic Organizations relevant to the position you seek \_\_\_\_\_

Upon employment with T&W are you capable of submitting documentation verifying your right to legally work in this country: (     ) Yes (     ) No

Are you a veteran of the U.S. Military? (     ) Yes Branch: \_\_\_\_\_ (     ) No

Have you ever been convicted or pled no contest to a crime; had an adjudication withheld for criminal offense; entered a pre-trial intervention program, or ever been placed on court ordered probation? (     ) Yes (     ) No  
If yes, state the nature of the offense(s), date(s), city and state and disposition. A conviction or plea record is not an automatic bar to employment and the nature, recency, disposition of an offense, and other factors deemed relevant by the employer will be considered as it relates to the position in which you are applying. \_\_\_\_\_

I understand that misrepresentation, omissions of facts, or incomplete requested information may result in my not being considered for employment.

I certify all statements given herein to be true and complete and if employed, I understand that false and misleading statements given during the application or interview process may result in immediate dismissal, regardless of the time in which they are discovered.

I authorize the investigation of all statements contained within this application and any attachments for employment including contact of my previous employers, verification of education, criminal background, and any other information as may be necessary in arriving at an employment decision. I understand that signing a release form to authorize such investigations may be required. I hereby release Taylor & White, Inc. and all persons and organizations, from any and all claims and liability of any kind arising from such investigation or the supplying of information as part of such process.

I understand that I am required to abide by all rules and regulations of Taylor & White, Inc. and that my offer of employment may be contingent upon successfully passing a drug screen and possibly other screens. I understand that if I am employed I will be subject to a 90-calendar day introductory period.

I understand that my employment with Taylor & White, Inc. is for no specific term and may be terminated by me with or without notice or cause at any time and Taylor & White, Inc. has a similar right. I further understand that no oral promise, Taylor & White, Inc. policy, custom, business practice or other procedure constitutes an employment contract or modification of the at-will employment relationship between Taylor & White, Inc and myself.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Company Use Only		
Interviewer's comments: _____		
If Hired: Job Title: _____	Interviewer Signature: _____	Date: _____
	Salary: _____	Start Date: _____

