



Saving You Time & Money

Employment Application

PERSONAL INFORMATION

Date: _____ Referred By: _____ Social Security Number: _____
 Employee Name: _____ Home Telephone Number: _____
 Present Address: _____ City: _____ State: _____ Zip: _____

Are you a US citizen or do you have the legal right to be employed in the US? Yes No
 Have you ever been convicted of a felony including a DUI (excluding minor traffic violations)? Yes No
 A conviction will not prevent you from being considered for employment.
 If yes, please complete the following:

Charge: _____ Date: _____ Location: _____ Outcome: _____

EMPLOYMENT INFORMATION

Position: _____ Date you can start: _____ Desired Salary: _____
 Are you presently employed? Yes No If yes, may we inquire at your present employer? Yes No

EDUCATION

	School Name / Location	Years Attended	Degree Earned	Major Field of Study
High School				
College				
Graduate				
Trade, Business or Correspondence School				

The Age Discrimination Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old, but less than 70 years old.

PRIOR EMPLOYMENT / EXPERIENCE

Please complete this section even if you are submitting a resume.

Company Name _____ Phone: _____
 Address: _____
 Date Started: _____ Date Ended: _____ Salary: _____ Supervisor's Name _____
 Position/ Responsibilities: _____

Company Name _____ Phone: _____
 Address: _____
 Date Started: _____ Date Ended: _____ Salary: _____ Supervisor's Name _____
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Company Name _____ Phone: _____
 Address: _____
 Date Started: _____ Date Ended: _____ Salary: _____ Supervisor's Name _____
 Position/ Responsibilities: _____

PERSONAL REFERENCES

Please give the names of three persons not related to you, whom you have known for at least one year.

Name: _____ Years Known: _____

Address: _____

Business: _____ Phone Number _____

Name: _____ Years Known: _____

Address: _____

Business: _____ Phone Number _____

Name: _____ Years Known: _____

Address: _____

Business: _____ Phone Number _____

GENERAL

Fluency in Foreign Language(s): _____ Speak Read Write

EEO STATEMENT

T & M Concepts is an equal opportunity employer and will consider your application regardless of race, color, religion, sex, national origin, age, marital or veteran status; medical condition or disability; or any other legally protected status. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered completely and accurately. No action will be taken on this application until all questions have been answered and the application has been signed and dated.

AUTHORIZATION TO RELEASE INFORMATION

I understand that no employment offer is being made by T & M Concepts at this time. I certify that the information on this application is true and correct without consequential omission of any kind whatsoever. I understand that if I am employed, any false, misleading, or otherwise incorrect statements made on this application form or during any interview may be grounds for my immediate discharge.

I hereby authorize T & M Concepts to contact any company, institution, or individual they deem appropriate to investigate my employment history, character, and qualifications. I authorize any third party to release to T & M Concepts any and all information and documentation it requests. This information may include, but is not limited to, dates of employment, positions held, responsibilities, base compensation and bonus or commissions (if applicable), job performance, education, transcripts, degrees received, dates of attendance, criminal history information, credit history, etc.

A copy of this authorization may be accepted as an original. In addition, I hereby waive my right to bring any cause of action against these parties for defamation, invasion of privacy, or any other reason because of their statements.

I agree, if I am employed, I will abide by all the rules and regulations of T & M Concepts. I further understand that if I am hired, my employment will be at will and may be terminated by myself or by T & M Concepts at any time for any reason or for no reason, with or without prior notice.

Signature: _____ Date: _____



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