



Application for Employment

Name: _____ Date: _____

Address: _____

Phone 1: _____ Phone 2: _____

Position Desired: _____

Can you perform the essential functions of the position for which you are applying?

YES () NO () If no, please explain. (If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer this question.)

When would you be available to begin work? _____

Are you legally eligible to be employed in the United States? YES () No ()

(Proof of identity and eligibility will be required upon employment)

Have you ever worked for TRC before? YES () NO ()

If yes, where? _____

When? (Give Dates) _____ Job Title _____

Do you have any relatives or friends who work for the TRC? YES () NO ()

If yes, who and where do they work? _____

Have you ever done any volunteer work? YES () NO () If yes, describe:

(Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

Are you available to do work: Days () Nights () Weekends () Full time () Part time ()

Are you presently employed? YES () NO () If yes, may we contact your employer?

YES () NO () If presently employed, why are you considering leaving?

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES () NO () If yes, please explain and list offices held: (Omit any organizations which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

EDUCATION:

High School: _____ Address: _____

From: _____ To: _____ Did you graduate: YES () NO () Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate YES () No () Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate YES () NO () Degree: _____

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? YES () NO ()

If yes, please describe: _____

EMPLOYMENT: Start with you present or most recent position:

Name of Employer: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

MILITARY SERVICE:

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

IMPORTANT, PLEASE READ AND SIGN:

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE , SEX (EXCEPT WHERE SEX IS A BONIFIDE OCCUPATIONAL QUALIFICATION), SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND EQUALLY TO DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this application for employment can be grounds for termination from the company. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signed: _____

RESULTS:

Employed: YES () NO ()

If yes, Job Title: _____ Department: _____

Hire Date: _____ Compensation: \$ _____

Interviewed by: _____ Date: _____

REFERENCES:

1. _____
(Name) (Phone Number)

(Address)
2. _____
(Name) (Phone Number)

(Address)
3. _____
(Name) (Phone Number)

(Address)

APPLICANTS STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby allow a criminal background check to be done to ascertain my past and present criminal justice status.

I hereby understand and acknowledge that, unless otherwise defined and applicable by law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ Signature of Applicant	\	_____ Date
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Voluntary Affirmative Action Information

(Completion of information below is voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Dated: ____/____/____

Position(s) Applied For: _____

Referral Source:

Advertisement Employee Relative Walk-in School

Other

Applicant's Name: _____
Last First Middle

Address _____
Street City State Zip Code

Phone Number: () _____
Area Code Phone

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decisions.

CHECK ONE: Male Female

CHECK ONE OF THE FOLLOWING RACE/ETHNIC GROUPS:

Hispanic Black White American Indian/Alaskan Native Asian Pacific/Pacific Islander

CHECK ANY OF THE FOLLOWING THAT ARE APPLICABLE:

Vietnam Era Veteran Disabled Veteran Handicapped Individual