



FILL OUT THE FORM BELOW:

Position(s) Applied For:  Date of Application:

Last Name:  First name:  Middle Name:

Address:  City:  State:  Zip Code:

Telephone Number:  Alternate number:  Email address:

What salary expectations do you have if employed?  Pay Type: (hr/week/month/annual)  Date of availability

How did you hear about us?  
 Online Ad  Employment Agency  Current Employee  Our Website  Other

Are you legally eligible to work in the United States? (Proof of eligibility will be required upon offer of employment)  
 Yes  No

Do you have a valid driver's license?  
 Yes  No Drivers License #:  State:  Expiration Date:

Have you been convicted of a moving violation in the past five years? If yes, please explain:  
 Yes  No

Are you over the age of 18 years? (If no, you may be required to provide authorization to work)  
 Yes  No

Can you with or without reasonable accommodations perform the essential functions of the job? (If you have questions about the functions of the position, please ask the interviewer before answering this question.) Yes  No

Have you ever been fired or asked to resign from a job?  Yes  No  
If yes, please explain below. This will not necessarily automatically eliminate your candidacy.

Are you willing and able to travel?  Yes  No How far?  How often?

Have you served in the military?  Yes  No Branch of Service:  Rank at Discharge:

Do you have any specialized training, apprenticeships, licenses, certifications or skills? If so, please list them here:

What is your experience level with computers and most major software?  
 Beginner  Intermediate  Advanced  Expert

Please list below the software packages or programs with which you are familiar or use on a regular basis:

School last attended:  Years:  to  Area of Study:



**Employment History:**

Begin with your current or most recent employer. Please list all employment for the past 10 years. Include any applicable temporary employment. You may attach additional pages as needed.

**1) Most Recent Employer**

Company Name:  Dates of Employment: From/To  /  Salary: Start/End  /  Name and Title of Supervisor:

Address:  City  State  Phone

Describe your title and duties:

Reason for leaving and explanation:

May we contact this employer for a reference?  Yes  No

**2) Next Recent Employer**

Company Name:  Dates of Employment: From/To  /  Salary: Start/End  /  Name and Title of Supervisor:

Address:  City  State  Phone

Describe your title and duties:

Reason for leaving and explanation:

May we contact this employer for a reference?  Yes  No

**3) Third Recent Employer**

Company Name:  Dates of Employment: From/To  /  Salary: Start/End  /  Name and Title of Supervisor:

Address:  City  State  Phone

Describe your title and duties:

Reason for leaving and explanation:

May we contact this employer for a reference?  Yes  No

**Professional References:**

Please list three persons, who are not related to you or who have a personal relationship with you, who can provide professional, work-related references.

Name:	Company	Phone Number	Relationship	Years Known:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Interview Questions: Attach additional pages as needed for space

1)How would a good friend describe you?

2)How would a previous supervisor describe you?

3)Describe your greatest strength.

4)Describe an area where you would like to see improvement in yourself, or an area where you have made self-improvement.

5)Has there been anyone throughout your life that has had a significant influence on you? How did they impact you?

6)Tell us about a time when you were part of a team/group. What role did you play? How were you impacted?

7)What do you do for fun? What do you like to do in your spare time?

**Applicant Acknowledgement & Authorization**

Name:

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by TDH, Inc., that such employment with TDH, Inc. is at will, for no specified duration and may be terminated by either TDH, Inc. or myself with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of TDH, Inc. or its representatives, or agents used during the employment process is deemed a contract of employment real or implied. I understand that no representative of TDH, Inc. except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of TDH, Inc.

In consideration for employment with TDH, Inc., if employed, I agree to conform to the rules, regulations, policies and procedures of TDH, Inc. at all times and understand that such obedience is a condition of employment. I understand that due to the nature of TDH, Inc. business, attendance and punctuality are considered essential requirements of every position at TDH, Inc. and that poor attendance or tardiness will/may result in disciplinary action.

I understand that if offered a position with TDH, Inc. I may be required to submit to a pre-employment drug screening and background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the result of these pre-employment tests and checks will result in the withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any all schools, former employers, references, courts and any others who have information about me to provide such information to TDH, Inc. and/or any of it representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered after this period I understand that I must complete and submit a new application.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Please attach an updated copy of your resume if applicable.