

EMPLOYMENT APPLICATION



POSITION DESIRED	
MINIMUM SALARY DESIRED	DATE AVAILABLE FOR WORK

GENERAL INFORMATION

Last Name	First Name	Middle Name	Are you a citizen of the U.S.? () Yes () No
Present Address	City	State	Zip
Previous Street Address	City	State	Zip
Home Phone Number:	Cell #	Social Security Number	Are you under 18 years of age? () Yes () No
Driver's License #	State		

EDUCATION

NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	GRADUATED		DEGREE/MAJOR
		YES	NO	
High School				
Business School				
College				
Other Training				

Foreign Languages _____ Spoken Fluently? _____

For Office Positions - Indicate the job skills which you have performed:

Typing (_____ WPM) Computer/Software Please List: _____

10-KEY BY TOUCH BY SIGHT Other: _____

WORK EXPERIENCE

LIST YOUR PREVIOUS EXPERIENCE BEGINNING WITH YOUR MOST RECENT POSITION:

1	EMPLOYER	STARTING POSITION	STARTING SALARY
	ADDRESS STREET CITY STATE ZIP	LAST POSITION	FINAL SALARY
	PHONE SUPERVISOR/TITLE	DUTIES	
	REASON FOR LEAVING	DATES OF EMPLOYMENT START MONTH YEAR END MONTH YEAR	

2	EMPLOYER	STARTING POSITION	STARTING SALARY
	ADDRESS STREET CITY STATE ZIP	LAST POSITION	FINAL SALARY
	PHONE SUPERVISOR/TITLE	DUTIES	
	REASON FOR LEAVING	DATES OF EMPLOYMENT START MONTH YEAR END MONTH YEAR	

3	EMPLOYER	STARTING POSITION	STARTING SALARY
	ADDRESS STREET CITY STATE ZIP	LAST POSITION	FINAL SALARY
	PHONE SUPERVISOR/TITLE	DUTIES	
	REASON FOR LEAVING	DATES OF EMPLOYMENT START MONTH YEAR END MONTH YEAR	

ADDITIONAL EMPLOYMENT HISTORY INQUIRIES

Have you ever been dismissed or forced to resign from any employment?

YES NO If Yes, Please explain: _____

Why are you interested in working for our company?

What strengths would you bring to our company?

What didn't you like about your previous jobs?

TranStar's attendance policy does not tolerate frequent absences which create a hardship for co-workers and the business. Do you know of any reason you may not be able to comply with TranStar's attendance policy? Yes No
Explain: _____

REFERRAL SOURCE

Walk-in Applicant Newspaper Ad Employee Referral Name Other (Please List)

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? Yes No

If yes, give dates and details: _____

Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

PERSON TO CONTACT IN CASE OF EMERGENCY

This information is to facilitate contact in the event of an emergency and is not used in the selection process.

Full Name Address Phone Relationship to you?

--	--	--	--

APPLICANT'S STATEMENT

IF I AM EMPLOYED, I AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE COMPANY. I UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL. THIS MEANS THAT I DO NOT HAVE A CONTRACT OF EMPLOYMENT FOR ANY PARTICULAR DURATION OR LIMITING THE GROUNDS FOR MY TERMINATION IN ANY WAY. I AM FREE TO RESIGN AT ANY TIME.

ALL OF THE INFORMATION I HAVE SUPPLIED IN THIS APPLICATION IS A TRUE AND COMPLETE STATEMENT OF THE FACTS, AND IF EMPLOYED, ANY FALSE STATEMENT OR OMISSION COULD RESULT IN IMMEDIATE DISMISSAL. I FURTHER AUTHORIZE YOU TO CONTACT ALL OF MY PREVIOUS EMPLOYERS OR REFERENCES FOR FULL INFORMATION REGARDING MY EMPLOYMENT HISTORY.

SIGNATURE _____

DATE _____