



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT NEATLY)

Position (s) Applied For _____	Date of Application _____								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">How Did You Learn About Us?</td> <td style="width: 16.5%;">Online Job Board</td> <td style="width: 16.5%;">Relative</td> <td style="width: 34%;">Inquiry</td> </tr> <tr> <td></td> <td>Employment Agency</td> <td>Friend</td> <td>Other: _____</td> </tr> </table>		How Did You Learn About Us?	Online Job Board	Relative	Inquiry		Employment Agency	Friend	Other: _____
How Did You Learn About Us?	Online Job Board	Relative	Inquiry						
	Employment Agency	Friend	Other: _____						

Last Name _____	First Name _____	Middle Name _____	
Address _____	City _____	State _____	Zip Code _____
Social Security Number: _____ - _____ - _____		Email: _____	
Home Phone: _____		Cell Phone: _____	

Are you at least 18 years of age?	Yes	No
Have you ever filed an application with us before?	Yes	No
Have you ever been employed with us before?	Yes	No
Do any of your friends or relatives, other than your spouse, work here?	Yes	No
Are you currently employed?	Yes	No
May we contact your present employer?	Yes	No
Are you legally able to work in this country?	Yes	No
<i>Proof of citizenship or immigration status will be required upon employment</i>		
Have you ever been convicted of a crime?	Yes	No
<i>Answering "yes" to this question does not constitute an automatic bar to employment.</i>		
If "yes", please provide date(s) and details:		

Date available for work ____ / ____ / ____ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)

 Part-Time (please indicate Mornings Afternoons Evenings)

 Temporary (please indicate dates available __/__/__ - __/__/__)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

Name & Address of School	Course of Study	Year Completed	Diploma Degree
High School _____ _____			

Undergraduate College _____ _____			
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Graduate Professional _____ _____			
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Other (Specify) _____ _____			
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Describe any job-related training received in the United States military.

Describe any specialized training, apprenticeship, skill and extra-curricular activities, you wish us to consider.

EMPLOYMENT HISTORY

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer _____

Address _____

Telephone Number: _____

Job Title: _____ Supervisor: _____

Duties/Skills/Training: _____

Reason for leaving: _____

Date Employed: _____ to _____ Wages: Starting – Final: _____ to _____

Employer _____

Address _____

Telephone Number: _____

Job Title: _____ Supervisor: _____

Duties/Skills/Training: _____

Reason for leaving: _____

Date Employed: _____ to _____ Wages: Starting – Final: _____ to _____

Employer _____

Address _____

Telephone Number: _____

Job Title: _____ Supervisor: _____

Duties/Skills/Training: _____

Reason for leaving: _____

Date Employed: _____ to _____ Wages: Starting – Final: _____ to _____

References:

Name	Relationship	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

APPLICANT'S STATEMENT

I certify that answers given are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that if an employment offer is made by Istel, it will be contingent upon the completion of a criminal background check.

I hereby understand and acknowledge that unless otherwise defined by applicable 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 be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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

FOR PERSONNEL DEPARTMENT USE ONLY

Position Offered _____	Start Date _____
Compensation Salary: \$ _____ /Month	Hourly: \$ _____ /Hour
Probation Period _____ Days	
Supervisor Signature _____	Date: _____