

TELFORCE GROUP™ EMPLOYMENT APPLICATION

DATE: _____

TelForce Group is committed to providing equal employment opportunities, without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

Please answer all questions and complete all sections of the Employment Application fully. The application is a legal document, and as such must be completed by all applicants whether or not you have submitted a resume or attached same.

<i>Personal Information (please print):</i>	
Name: Last, First, Middle Initial	Social Security Number:
Address: Street	Daytime Phone:
Address: City, State, Zip	Evening Phone:
Email Address:	Cell Phone or Pager:
Emergency Contact Name:	Emergency Contact Phone:

<i>Employment Desired</i>	
Position(s) applied for:	Salary Desired:
What days are you available to work?:	What hours are you available to work?:
If hired, what date are you available to start work?:	
Are you available to: Work Weekends: ____yes ____no Work Overtime: ____yes ____no Travel: ____yes ____no	
How did you hear about this opening at TelForce Group?; Who referred you to us?	Are you at least 18 years old? ____yes ____no
Have you been previously employed by TelForce Group?: ____yes ____no *If yes, dates of employment:	*If yes, title of last position held:
Do you have any relatives employed by TelForce Group?: ____yes ____no If yes, please provide the following information Name of relative: _____ Relationship: _____	
Do you have the legal right to work in the United States?: ____yes ____no If hired, you will be required to provide proof of identity and legal authority to work in the United States.	
Have you ever served in the armed forces?: ____yes ____no If yes, which branch: _____ This information is for census purposes only and is optional. You may elect not to complete it if you wish.	
Are you currently employed?: ____yes ____no If yes, may we contact your current employer?: ____yes ____no	



<i>References:</i> Please list your last two work assignments.	
Name:	Phone Number:
Company during work relationship:	Current Company (if different):
Title during your relationship:	Number of years acquainted:
Nature of relationship (i.e. supervisor, colleague, subordinate etc.):	

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Company during work relationship:	Current Company (if different):
Title during your relationship:	Number of years acquainted:
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It is the policy of TelForce Group to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). TelForce Group will not discriminate against any qualified applicant because of an individual's physical or mental disability. TelForce Group also will make reasonable accommodation wherever necessary for all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require undue or significant difficulty or expense.

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation(s)? <input type="checkbox"/> yes <input type="checkbox"/> no	*If no, please describe the functions that cannot be performed:
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TelForce Group will not deny employment solely on the grounds of conviction of a criminal offense. Each situation will be considered on a case by case basis; and as such the nature, date and surrounding circumstances and relevance of the offense(s) may be considered.

Have you ever been convicted of a criminal offense(s) (felony)? <input type="checkbox"/> yes <input type="checkbox"/> no	*If yes, please describe the nature and date(s) of the offense(s):
Have you ever been convicted of a criminal offense(s) (Misdemeanor)? <input type="checkbox"/> yes <input type="checkbox"/> no	*If yes, please describe the nature and date(s) of the offense(s):

Please read carefully, initial each paragraph and sign below:

____I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true, complete and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.



____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

____ I understand that employment at this company is "at will", which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. Further, I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to alter the at will relationship between me and company. I also understand that this application shall be considered active for a period of time not to exceed 90 days.

Signature:	Date:
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