



## Employment Record

Have you been employed here previously? Yes ( ) No ( )      Have you ever applied here before? Yes ( ) No ( )

Have you ever been convicted of a criminal offense or other illegal activity? Yes ( ) No ( ) if yes, please explain. (A conviction will not necessarily disqualify you from employment.) \_\_\_\_\_

*Starting with present or most recent, list all previous employers. Include self-employment, summer and part-time jobs. If you worked under a name other than shown on the front of this application, please inform the interviewer as to what name this corporation should use when making previous employment verification inquiries.*

Name and Address of Former Employer		Dates Employed		Position and Duties		Salary		Please explain why you left your former position
Company Name	Address Telephone.	From Mo. & Yr.	To Mo. & Yr.			Starting	Leaving	
Company Name	Address Telephone.	From Mo. & Yr.	To Mo. & Yr.			Starting	Leaving	
Immediate Supervisor								
City and State	Zip							
Address Telephone.								
Company Name	Address Telephone.	From Mo. & Yr.	To Mo. & Yr.			Starting	Leaving	
Immediate Supervisor								
City and State	Zip							
Address Telephone.								
Company Name	Address Telephone.	From Mo. & Yr.	To Mo. & Yr.			Starting	Leaving	
Immediate Supervisor								
City and State	Zip							
Address Telephone.								
Company Name	Address Telephone.	From Mo. & Yr.	To Mo. & Yr.			Starting	Leaving	
Immediate Supervisor								
City and State	Zip							
Address Telephone.								

If presently employed, why do you desire to change your position? \_\_\_\_\_

If you are now employed, may we contact your present employer? Yes ( ) No ( )

## Unemployment Record

From		To		Please explain when and why you were unemployed.
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

Apart from absence for religious observances and, only if required for the job for which you are applying:

Are you willing to work overtime? Yes  No

Are you willing to work on weekends? Yes  No

Are you able to perform all essential functions of the job for which you are applying, with or without reasonable accommodations? Yes  No

**References**

**Professional References:** List three professional references from current or previous employment

Name	Title/Occupation	Company/Address	Daytime Phone	Yrs Known

**Personal References:** List three personal references NOT including family

Name	Title/Occupation	Company/Address	Daytime Phone	Yrs Known

**Please read before signing. If you have any questions or concerns regarding any of these statements, please express them to the employment interviewer before signing.**

Contingent upon my employment with Tri-County Telephone Association, Inc., I agree to comply with all rules and regulations as set forth in the employer's policy manual, which is not contractual and may be unilaterally changed by the employer at anytime, or other communications distributed to all employees. I also understand that following any offer of employment, that such employment is conditional upon a favorable health evaluation administered uniformly for this job. Such health evaluation may include a physical examination, a drug test and/or completion of a health evaluation form, to which I hereby consent. The results of the tests will remain confidential with limited, but necessary exceptions.

I am aware that the Immigration Reform and Control Act of 1986 provides that the employers must verify, on a form provided by the Attorney General, that anyone hired is not an "unauthorized alien." As a condition of employment, I agree to supply whatever documentation may be required to establish my citizenship or verify that I am authorized by the Secretary of Labor to work in this country.

I understand that in the absence of a written agreement to the contrary, my status, if employed, will be that of an employee at will, with no contractual rights, expressed or implied. In consideration of my employment, I specifically agree that my employment may be terminated with or without cause, with or without notice, at any time, at the option of either the employer or myself.

I further understand that no director, officer or employee of Tri-County Telephone Association, Inc., has any authority to state, suggest or imply that I have an employment contract for other than an indefinite period of time. Promotions, performance evaluations, salary increases, merit raises, and/or the statement of my salary in other than hourly or weekly rates does not define my period or length of employment. In other words, I do not have any continuing expectancy of employment for any period of time, definite or indefinite, should a job offer be extended and accepted.

I hereby acknowledge that I have read the above statements and understand the same. I certify that all statements made by me on this application are true and complete. I understand that falsification of any information contained in this application or omission of any information requested in this application will be reason for termination or rejection of this application. My answers to optional disclosures were given voluntarily, and I understand that the corporation will not use those answers to discriminate against me.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date of Hire \_\_\_\_\_

**For Employer's Use Only**

*(To be completed after applicant is hired)*

Department \_\_\_\_\_ Payroll Class \_\_\_\_\_

Job Title \_\_\_\_\_ Work Schedule (Hrs., days, etc.) \_\_\_\_\_ EEO Code \_\_\_\_\_

Employee No. \_\_\_\_\_ Pay Grade \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ per \_\_\_\_\_ Work State \_\_\_\_\_

Employment Authorized By: \_\_\_\_\_ Replacement ( ) \_\_\_\_\_ Addition to Staff ( ) \_\_\_\_\_

Comments: \_\_\_\_\_