



EMPLOYMENT APPLICATION

SECTION 1 / Personal Information

First _____ Middle _____ Last _____ Maiden _____

Street address _____

City _____ State _____ Zip _____

How long at this residence? Years _____ Months _____

Telephone no. _____ If under 18, list age _____

Email address _____ Wage desired _____

Position applied for _____

Days available to work:

No preference Mon Tue Wed Thur Fri Sat Sun

What hours can you work? _____ Can you work weekends? Yes No

Employment desired: Full time Part time Full/Part time

When available for work? _____

Do you have a current Universal Refridgerant License? Yes No

Current Boiler License? Yes No Current Electrical License? Yes No

Current Brazing Certificate? Yes No

Please list any other licenses or certifications _____

Have you ever been in the armed forces? Yes No

Are you a member of the National Guard? Yes No

May we contact your present employer? Yes No

If not, how long since your last employment? _____

Have you been convicted of a felony within the last 7 years? Yes No

(Conviction will not necessarily disqualify an applicant from employment)

Do you have a valid drivers license? Yes No

Drivers License No. _____ Expires _____ State _____

Drivers license type: Operator Commercial (CDL) Chauffeur

Have you had any accidents during the past 3 years? Yes No

Have you had any moving violations during the past 3 years?

Yes No If yes, how many? _____

Can you travel if the job requires it? Yes No

What is your means of transportation to work? _____

Have you ever been employed by our company? Yes No If yes, give date _____

Reason for leaving? _____

Names of any relatives employed by this company _____

SECTION 2 / Educational Information

Type of School	Name of School	Location	Years Completed	Major/Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Trade School	_____	_____	_____	_____
Other	_____	_____	_____	_____

SECTION 3 / Employment Experience

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. If you need additional space to provide supplemental information, please write it on last page of this application. If this application is completed on-line, simply type the information on the last page of this application.

Past Employers - Employer #1

Employer _____

Street address _____

City _____ State _____ Zip _____

Telephone No. _____ Job Title _____

Supervisor _____ Dates Employed: From _____ To _____

Starting and Finishing Hourly Rate/Salary: Starting _____ Finishing _____

Reason for leaving? _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

Past Employers - Employer #2

Employer _____

Street address _____

City _____ State _____ Zip _____

Telephone No. _____ Job Title _____

Supervisor _____ Dates Employed: From _____ To _____

Starting and Finishing Hourly Rate/Salary: Starting _____ Finishing _____

Reason for leaving? _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

Past Employers - Employer #3

Employer _____

Street address _____

City _____ State _____ Zip _____

Telephone No. _____ Job Title _____

Supervisor _____ Dates Employed: From _____ To _____

Starting and Finishing Hourly Rate/Salary: Starting _____ Finishing _____

Reason for leaving? _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

Past Employers - Employer #4

Employer _____

Street address _____

City _____ State _____ Zip _____

Telephone No. _____ Job Title _____

Supervisor _____ Dates Employed: From _____ To _____

Starting and Finishing Hourly Rate/Salary: Starting _____ Finishing _____

Reason for leaving? _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

SECTION 4 / References and Additional Information

Reference #1

First _____ Last _____

Street address _____

City _____ State _____ Zip _____

Telephone no. _____

Reference #2

First _____ Last _____

Street address _____

City _____ State _____ Zip _____

Telephone no. _____

Reference #3

First _____ Last _____

Street address _____

City _____ State _____ Zip _____

Telephone no. _____

Reference #4

First _____ Last _____

Street address _____

City _____ State _____ Zip _____

Telephone no. _____

Additional Information and Comments

State any additional information you feel may be helpful in considering your application.

SECTION 5 / Agreement

The applicant must read and agree with the following text. After reading, check the box at the bottom.

PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Total System Services, Inc. (herein after called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an implied contract of employment, or to confer any right to remain an employee of Total System Services, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. Both the undersigned and Total System Services, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

This company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications. Thank you for completing this application and for your interest in our business.

I have read and agree to the above terms

Signed _____ Date _____