

# Action Towing Application for Employment

Last name	First	Middle Initial	Are you at least 18 years old?	Date of application
Street address			Specific job desired	Social Security number
City	State	ZIP	Home telephone	Work telephone
How were you referred to our Company?			What shifts are you available?	

*Please read carefully and complete by printing in ink or typing.*

### **An Equal Opportunity Employer**

We are an equal opportunity employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, or existence of any physical or mental disability that does not interfere with the performance of the position for which you are applying. Information provided on this application will not be used for any discriminatory purpose.

### **Provide all information requested.**

This employment application will be kept in an active application file for forty-five (45) days unless it is screened out. Your application will be considered only for the job(s) for which you have applied. To keep your application active, you must return to this office after thirty (30) days but prior to forty-five (45) days and request your application be renewed. At that time you will be requested to date and sign a renewal form and make any appropriate updates to your application. This application renewal process must be repeated every forty-five days to keep your application under consideration for employment with our Company.

### **Employment Record**

Starting with present or most recent, list all previous employers. Include self-employment, summer, and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present company		Type of business	Type or classification of job	
Street address		Phone number	Brief description of job duties	
City	State	ZIP code		
Supervisor's name		Phone number		
Wage rate	Dates worked			
	From	To		
Reason for leaving				
Last or present company		Type of business	Type or classification of job	
Street address		Phone number	Brief description of job duties	
City	State	ZIP code		
Supervisor's name		Phone number		
Wage rate	Dates worked			
	From	To		

**Application for Employment**

Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Wage rate	Dates worked From	To	
Reason for leaving			
Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Wage rate	Dates worked From	To	
Reason for leaving			
Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Wage rate	Dates worked From	To	
Reason for leaving			
Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Wage rate	Dates worked From	To	
Reason for leaving			
Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Wage rate	Dates worked From	To	
Reason for leaving			

**Educational History**

School name	Location (city, state)	Major course or subject	Graduated		Degree
			Yes	No	
High school					
Technical/trade (after high school)					
College (list all attended)					
Other education/training					

**Outside Activities**

(Exclude those indicating race, color, religion, sex, national origin, age, or disability.)

Professional memberships, certificates, or licenses held

Past and present civic or cultural activities — include offices held

Principal hobbies

**Special Skills**

To be completed by applicant for office/clerical work

To be completed by applicant for shop/plant work

Typing	Yes	Words per minute:	Type of machines operated	Years experience
	No			
Diction	Yes	Words per minute:		
	No			
Computer skills	Hardware			
	Software			
Please list other skills and/or equipment/language experience you have acquired			List other shop/production skills	
			Served apprenticeship	Yes    Type:
				No



**Military Record**

Branch of service

From

To

Kinds of training and duty while in service

**Professional/Work References**

List two past supervisors and one person who are not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation

Have you ever been convicted of a felony?     Yes     No

May we contact your present employer?     Yes  
No

Wage or salary required

Date available

To qualify for employment at Action Towing you will need to provide evidence of United States citizenship, or authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986.

If employed by Action Towing, I will agree to abide by all present and subsequent Company rules. I understand that a drug test will be required of me before final acceptance as an employee. I also understand that my employment would be at will for no definite period and may be terminated by either me or the Company at any time, for any reason.

I certify that answers provided on this application are true and correct to the best of my knowledge. I authorize Action Towing to investigate any statement on this application and authorize any reference listed, to provide information requested in the investigation concerning employment, character and qualifications. I release my previous employers, the schools I attended, and the people I have named as references from all liability for any damages arising from their responses to the Company's investigation. I understand that false or misleading information or omissions made by me in this application are grounds to deny employment or, if hired, to terminate employment at any time.

Date

Signature

If any of your educational or employment records are under other than the above name, please provide other names.