



# Employment Application

## Personal Data

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last Other Last Name(s) Used

Address: \_\_\_\_\_  
Street City County State Zip Code

Previous Address: \_\_\_\_\_  
Street City County State Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Education

Name of School Attended	Street, City, State	Major	Overall Grade Point Average	Degree Received Yes/No	Type of Degree
High School:					
College:					
Other:					

## Other Skills

Typing Skills: \_\_\_\_\_

Computer Experiences: \_\_\_\_\_

Office Machines Operated: \_\_\_\_\_

Other Training/Skills: \_\_\_\_\_

\_\_\_\_\_



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## Other

Do you currently have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please indicate the state and license number. State \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to relocate if called for in the job? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined or discharged for absenteeism, tardiness, failure to notify your company when absent or any other attendance-related reason?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined or discharged for theft, unauthorized removal of company property or related offenses?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined or discharged for insubordination or misconduct?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible for employment in the United States?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, proof is required.)

Are you of legal age to work in the United States?  
Yes \_\_\_\_\_ No \_\_\_\_\_

What salary would you consider? \_\_\_\_\_

Who referred you to us? \_\_\_\_\_  
\_\_\_\_\_



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**Employment Experience:** Please complete all sections, even if attaching a resume.

<b>Job #1</b>	<b>Job #2</b>
<i>Employer's Name:</i>	<i>Employer's Name:</i>
<i>Address:</i>	<i>Address:</i>
<i>Phone Number:</i>	<i>Phone Number:</i>
<i>Employment Dates:</i>	<i>Employment Dates:</i>
<i>Rate of Pay:</i>	<i>Rate of Pay:</i>
<i>Last Position Held:</i>	<i>Last Position Held:</i>
<i>Supervisor:</i>	<i>Supervisor:</i>
<i>Reason for Leaving:</i>	<i>Reason for Leaving:</i>
<i>Duties:</i>	<i>Duties:</i>
<b>Job #3</b>	<b>Job #4</b>
<i>Employer's Name:</i>	<i>Employer's Name:</i>
<i>Address:</i>	<i>Address:</i>
<i>Phone Number:</i>	<i>Phone Number:</i>
<i>Employment Dates:</i>	<i>Employment Dates:</i>
<i>Rate of Pay:</i>	<i>Rate of Pay:</i>
<i>Last Position Held:</i>	<i>Last Position Held:</i>
<i>Supervisor:</i>	<i>Supervisor:</i>
<i>Reason for Leaving:</i>	<i>Reason for Leaving:</i>
<i>Duties:</i>	<i>Duties:</i>



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## **Applicant's Statement**     *(Please read before Signing)*

I hereby certify that the information provided on the Application (and any accompanying resume) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities and agree to cooperate in such investigation and to release from all liability or responsibility and to hold harmless all persons and employers requesting or supplying such information.

I hereby agree to submit to any lawful drug testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action up to and including discharge. I consent to have urine, breath, blood or tissue sample(s) obtained by a physician, nurse or technician prior to employment and also at any time during my employment when TVC Communications, L.L.C., (TVC), reasonably believes that there is a violation of TVC's substance abuse policy.

I further understand and agree that if employed, TVC Communications, L.L.C. may terminate or modify the employment relationship at any time without prior notice or cause, just as I may terminate my employment at any time without notice or cause and that my employment is "at-will." I acknowledge that I do not rely and have not relied on any representation or statements made by TVC Communications, L.L.C. or any of its agents, representatives or supervisors, whether oral or otherwise, that are inconsistent with or differ in any way from the statement presented in this application. In consideration of my employment, I agree to conform to the rules and policies of TVC Communications, L.L.C., and I understand that no supervisor or representative of TVC Communications, L.L.C. has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurance contrary to TVC Communications, L.L.C.'s policies unless reduced to writing and signed by both me and the Vice President, Human Resources. I also understand that this Application is not an offer of, or a contract of employment.

TVC Communications, L.L.C. is an equal opportunity employer. TVC Communications, L.L.C. does not discriminate and no question on the Application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by federal, state or local law.

This Application is current and active for only ninety (90) days. At the conclusion of that time, if I have not had any contact from TVC Communications, L.L.C. and still wish to be considered for employment, it will be necessary for me to fill out a new Application.

I understand that according to federal law, individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. Citizen status or, if aliens, their legal authorizations to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

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*Applicant's Signature*

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*Date*



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## Notice and Authorization For Release of Information

In accordance with The Privacy Act, The Right to Financial Privacy Act, Freedom of Information Act, Americans with Disabilities Act, and Fair Credit Reporting as amended by the Consumer Reform Act of 1996, I expressly authorize TVC Communications, L.L.C. to obtain a copy of my consumer report from a consumer reporting agency **for employment purposes only**. Any information associated with any educational institution, past or present employer, any law enforcement agency (Federal/State or Local), any private/public medical institution or office, or any person who has personal knowledge of my character, work experience, criminal records, motor vehicle records, education, medical history (including drug testing), credit history and overall mode of living may release this information to ALLINGTON INTERNATIONAL, INC. **for employment purposes only**.

By signing this notice and authorization, I authorize TVC Communications, L.L.C. to obtain the above information.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_/\_\_\_\_\_/NO YEAR  
*Birth Date (month/date only)*

\_\_\_\_\_  
*Maiden Name*

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Other Names which you may have known*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Drivers License Number*

\_\_\_\_\_  
*City State*

\_\_\_\_\_  
*State of License*

\_\_\_\_\_  
*Country*

