

**PLEASE NOTE:** *It is important that you complete all parts of the application.  
If you have no information to enter in a section, please write N/A.*

# Employment Application

An equal opportunity and affirmative action employer

## PERSONAL INFORMATION

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\_\_\_\_\_  
Name (Last, First, Middle)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
Cell or Msg. Phone

\_\_\_\_\_  
Email Address

May we use email to contact you?  
 Yes  No

Are you legally authorized to work in the United States?  Yes  No

Have you ever been convicted of a crime?  Yes  No

## ADDITIONAL INFORMATION

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\_\_\_\_\_  
Position Desired

\_\_\_\_\_  
Salary Desired

\_\_\_\_\_  
Date Available

Are you available to work weekends?  Yes  No

If needed, are you available to work overtime?  Yes  No

If selected for employment are you willing to submit to a pre-employment drug screening test?  Yes  No

***If applying for a Service/Maintenance/Delivery position, please complete the following questions.***

Do you have a valid Driver's License?  Yes  No

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

If yes, how many \_\_\_\_\_

Have you had any moving violation during the past three years?  Yes  No

If yes, how many \_\_\_\_\_

## EDUCATION/TRAINING

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School	Name & Location	Graduated?	Diploma/Degree
High School			
College			
Bus. or Trade School			
Professional School			

## **OTHER SPECIAL SKILLS-** List Other Specific Skills You Have to Offer for This Job Opening

**EMPLOYMENT HISTORY**

*Please list work experience beginning with your most recent job held. Include military assignments and other volunteer activities.*

Employer: \_\_\_\_\_ Dates Employed (From/To): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Starting Rate of Pay: \_\_\_\_\_

May we contact this employer? [ ] Yes [ ] No Ending Rate of Pay: \_\_\_\_\_

*List the duties you performed, skills you used or learned, positions held and promotions.*

Employer: \_\_\_\_\_ Dates Employed (From/To): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Starting Rate of Pay: \_\_\_\_\_

May we contact this employer? [ ] Yes [ ] No Ending Rate of Pay: \_\_\_\_\_

*List the duties you performed, skills you used or learned, positions held and promotions.*

Employer: \_\_\_\_\_ Dates Employed (From/To): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Starting Rate of Pay: \_\_\_\_\_

May we contact this employer? [ ] Yes [ ] No Ending Rate of Pay: \_\_\_\_\_

*List the duties you performed, skills you used or learned, positions held and promotions.*

**Due to the nature of the business, please complete the following questions regarding Team, Customer Services & Work Attitudes.**

*As your skills and abilities relate to your work experience, what are the areas of improvement?*

*What is the most difficult part of managing the work of others?*

*Think of the best supervisor or manager you've worked with. What characteristics made that person a good manager?*

*What was your least favorite job? What did you not like about it?*

*What do you feel is the most difficult part of customer service and sales?*

*What was the funniest thing that ever happened to you at work?*

## **REFERENCES**

<b>Name</b>	<b>Email Address</b>	<b>Phone</b>	<b>Relationship</b>

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal at any time without any previous notice. I hereby give TPSH permission to contact schools, previous employers (unless otherwise indicated), references and others. I further authorize the company to obtain a copy of my driving record. I hereby release TPSH from any liability as a result of such contacts, inquires, or records in order to ascertain my qualification and fitness for employment.

I further understand that my employment relationship with TPSH is terminable "at will" for any reason by either party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[ ] – In lieu of signature, by checking this, I agree with the above statement