

**APPLICATION FOR EMPLOYMENT**

**Thomas L. Cardella**  
**A S S O C I A T E S**

**An Equal Opportunity Employer**

**www.tlcassociates.com**

The passing of a drug and a background screen may be required.  
Falsification of requested information is grounds for denial of  
employment and/or immediate termination of employment.

**DATE:** \_\_\_\_\_  
MONTH / DAY / YEAR

**NAME:** \_\_\_\_\_  
LAST FIRST INITIAL

**POSITION(S) APPLYING FOR:** \_\_\_\_\_

**SEEKING:**  Full Time  Part Time  Temporary

**AVAILABLE WORK SCHEDULE:**  Days  Evenings  Weekends

**TOTAL HOURS PER WEEK DESIRED:** \_\_\_\_\_

**AVAILABLE START DATE:** \_\_\_\_\_

**DESIRED SALARY:** \_\_\_\_\_

# Thomas L. Cardella

A S S O C I A T E S

## APPLICATION FOR EMPLOYMENT

PLEASE PRINT LEGIBLY

**NAME:** \_\_\_\_\_ **SOCIAL SECURITY NO.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
LAST FIRST INITIAL

**CURRENT ADDRESS:** \_\_\_\_\_ **APT. / UNIT #:** \_\_\_\_\_

**PRIMARY TELEPHONE NUMBER:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **SECONDARY NUMBER:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **REFERRED BY:** \_\_\_\_\_

If you are not a US citizen, does your visa or immigration status permit lawful employment? Yes  No  N/A

If employed, can proof of citizenship, visa or alien registration be provided? Yes  No  N/A

Are you at least 18 years of age? Yes  No

Have you ever been employed by TLC&A? Yes  No  If yes, dates: \_\_\_\_\_

### EDUCATION HISTORY

**EDUCATION SECTION:** Please list the highest level of education achieved for background check purposes. Falsification of educational history is grounds for denial of employment and/or immediate termination of employment.

Please list the name and full address where you completed your High School diploma/GED

Name applicant used when attended	Name of High School / Name of GED Testing site	Address (city, state)	Dates Attended	Diploma or GED?
				D / G

Please list information for additional education achieved:

Name applicant used when attended	Name of Institution (Vocational, University, College, etc)	Address (include city, state, campus)	Department/ Degree/ Major	Dates Attended	Graduated
					Y / N

### CURRENT & PREVIOUS EMPLOYMENT HISTORY

**EMPLOYMENT SECTION:** Please list your last two employers. Failure to disclose previous employment or falsification of employment history is grounds for denial of employment and/or immediate termination of employment. Please note if name used while employed is different from name listed above. If employer was a Temporary agency, please list name of agency not where assignment took place.

Company Name	City	State	Phone
Dates Employed (Month & Year From / To)	Job Title	Supervisor's Name	Pay Rate
Duties			
Reason for Leaving			
Are you currently working for this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Company Name	City	State	Phone
Dates Employed (Month & Year From / To)	Job Title	Supervisor's Name	Pay Rate

# Thomas L. Cardella

A S S O C I A T E S

<b>Duties</b>
<b>Reason for Leaving</b> <div style="float: right; text-align: right;">                 Are you currently working for this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>                  If yes, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> </div>

**LIST REASONS FOR ALL GAPS IN EMPLOYMENT / MILITARY EXPERIENCE**

Dates (Month & Year From / To)	Reason

**ADDITIONAL SKILLS**

<b>Computer Software Programs:</b>
<b>Foreign language(s) spoken:</b>
<b>Other skills:</b>

**BACKGROUND INFORMATION**

**BACKGROUND SECTION: Please complete for background check purposes.** Falsification of Federal/County criminal history is grounds for denial of employment and/or immediate termination of employment

<b>List states and countries of residence for past 7 years:</b>	<b>Have you ever used a different Social Security No.?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, please provide it:</b>	
<b>Have you ever been terminated from employment for violence?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Have you ever been terminated for harassment or intimidation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Have you been convicted of a felony or serious misdemeanor?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe below.		
<b>Charge</b>	<b>City and Sate of Conviction</b>	<b>Year of Conviction</b>
<b>Charge</b>	<b>City and Sate of Conviction</b>	<b>Year of Conviction</b>
<b>Charge</b>	<b>City and Sate of Conviction</b>	<b>Year of Conviction</b>

**IMPORTANT: PLEASE READ THE FOLLOWING AND SIGN/DATE**

It is understood and agreed upon that any misrepresentation by me in the application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

**I understand that the Employer reserves the right to conduct background checks and acknowledge that I signed a separate Consent to Perform Criminal History Background Check in Compliance with the FCRA form. I give the Employer the right to investigate all references and to secure additional information about me, if job related. I also authorize the Employer to undertake a background check about me related to any arrests or convictions that are a matter of public record. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.**

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_