

Application For Employment

Online Directory of Texas

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?		
1 Advertisement	1 Friend	1 Walk-In
1 Employment Agency	1 Relative	1 Other _____

Last Name	First Name	Middle Name
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Address	Number	Street	City	State	Zip Code
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Telephone Number(s)	Social Security Number
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If you are under 18 years of age, can you provide required proof of your eligibility to work? 1 Yes 1 No

Have you ever filed an application with us before? 1 Yes 1 No
If Yes, give date _____

Have you ever been employed with us before? 1 Yes 1 No
If Yes, give date _____

Are you currently employed? 1 Yes 1 No

May we contact your present employer? 1 Yes 1 No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? 1 Yes 1 No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: 1 Full Time 1 Part Time 1 Shift Work 1 Temporary

Are you currently on "lay-off" status and subject to recall? 1 Yes 1 No

Can you travel if a job requires it? 1 Yes 1 No

Have you been convicted of a felony within the last 7 years? 1 Yes 1 No
Conviction will not necessarily disqualify and applicant for employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and /or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, or gender, national origin, disabilities or other protected status.

1.	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/	Salary	
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/	Salary	
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/	Salary	
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/	Salary	
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held:

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills Check Skills/Equipment Operated

___ Digital Camera ___ PC ___ Calculator ___ Typewriter	___ Fax ___ Adobe Elements ___ MS Pagemaker ___ Frontpage	Production/Mobile Machinery (list): _____ _____ _____ _____	Other (list) _____ _____ _____ _____
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State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a a job or occupations is attached.

___ YES ___ NO

References

1.	_____ () _____	
	(Name)	Phone #

	(Address)	
2.	_____ () _____	
	(Name)	Phone#

	(Address)	
3.	_____ () _____	
	(Name)	Phone#

	(Address)	

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organizations is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Submission Instructions:

Applications For Employment may be personally delivered, mailed or faxed to the following location:

Applications must be signed and dated to be considered.

Mail To: **Online Directory of Texas
ATTN: EMPLOYMENT
P. O. Box 1248
Jacksonville, Texas 75785**

Fax Number: (903) 586-0703 Personally Deliver To: 1112 East Loop 456 Jacksonville, Texas

Note: Interviews will only given after applications have been submitted and reviewed.