

TECH, Inc.

1300 East Avenue A Hutchinson, KS 67501
(620) 663-1596 Fax: (620) 663-1293

APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

DATE _____

PERSONAL INFORMATION

HOME #: _____

CELL #: _____

NAME _____
FIRST MIDDLE LAST

SOC SEC # _____

HOME ADDRESS _____
STREET CITY STATE ZIP

MAILING ADDRESS _____
STREET/PO Box CITY STATE ZIP

ARE YOU 18 YEARS OR OLDER? YES NO

DO YOU HAVE A CURRENT DRIVER'S LICENSE? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO IF YES, EXPLAIN BELOW

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES NO

POSITION DESIRED _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

HAVE YOU EVER APPLIED AT TECH BEFORE? YES NO WHEN: _____

EVER BEEN EMPLOYED BY TECH BEFORE? YES NO TITLE: _____

SUPERVISOR: _____ DATES OF EMPLOYMENT: _____

REFERRED BY: _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS	DID YOU GRADUATE	SUBJECTS
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR				

SPECIAL SKILLS _____

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES? _____

FORMER EMPLOYERS List below last three employers, starting with the last one first. Please include current employer if relevant.

DATE, MONTH, YEAR	NAME, ADDRESS, PHONE & FAX # OF EMPLOYER	SUPERVISOR	MAY WE CONTACT?
FROM:		POSITION	SALARY \$
TO:		REASON FOR LEAVING	
POSITION RESPONSIBILITIES:			
DATE, MONTH, YEAR	NAME, ADDRESS, PHONE & FAX # OF EMPLOYER	SUPERVISOR	MAY WE CONTACT?
FROM:		POSITION	SALARY \$
TO:		REASON FOR LEAVING	
POSITION RESPONSIBILITIES:			
DATE, MONTH, YEAR	NAME, ADDRESS, PHONE & FAX # OF EMPLOYER	SUPERVISOR	MAY WE CONTACT?
FROM:		POSITION	SALARY \$
TO:		REASON FOR LEAVING	
POSITION RESPONSIBILITIES:			

REFERENCES: GIVE THE NAMES OF 3 PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST 1 YEAR.

NAME	PHONE #	OCCUPATION	YEARS ACQUAINTED
1.			
2.			
3.			

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S CEO, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE CEO, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE _____ SIGNATURE _____

Applicant Questionnaire TECH, Inc.

Name: _____

Date: _____

Position Applying for: _____

Please complete the questionnaire and return to the receptionist. If you need this questionnaire in alternate format, please contact Steve Miller, Director of Human Resources.

How did you find out about TECH, Inc. and what made you apply?

Do you have any paid or unpaid experience working with people with disabilities? If “yes”, please explain.

Tell me about your last job. What did you like most about the job? What did you like least about the job?

How would you describe your relationship with your present or past supervisor?

If I called your last supervisor, what would he/she say about you and your work performance?

If you are currently working, what is your reason for making an employment change?

If you could create your own schedule, what would it be? Would you like full-time or part-time hours?

List three strengths you feel are important when it comes to working with people with disabilities:

- 1.
- 2.
- 3.

List three weaknesses you may have related to the position you are interested in:

- 1.
- 2.
- 3.

Please respond on how you would handle this situation:

The client you are working with is getting dressed for work. He realizes the belt he was going to wear is too big and the client becomes upset. The client proceeds to raise his/her voice and appears as if he/she might become physically aggressive.

Provide an example of how you could be flexible at work when resolving an issue with scheduling.

Have you ever been asked to leave a job or position?

TECH employees are required to attend 2 weeks of training. Would you be able to attend all required training for TECH?