



APPLICATION FOR EMPLOYMENT

The Atlanta ToolBank is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or genetic information. It is our intention that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment?

When can you start work? _____

CONTACT INFORMATION

Last Name _____ First Name _____ Middle Name _____

Telephone Number _____ Email _____

Present Street Address _____ City _____ State _____ Zip Code _____

Are you 18 years of age or older? Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No
Do you now, or will you in the future, require employer visa sponsorship? Yes No

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation (except a minor traffic violation)? Do not include sealed or expunged convictions..... Yes No

If yes, give details _____

(A "Yes" answer does not automatically disqualify you from employment. The nature of the offense, date of occurrence, and the job for which you are applying are also considered.)

Are you now or do you expect to be engaged to any other business or employment?..... Yes No

If yes, please explain _____

EDUCATION

List Name Schools	Number of Years Completed	Diploma/Degree/Certificate
High School: _____		
College: _____		
Vocational or Technical: _____		

MILITARY SERVICE

Branch: _____ From (mo/yr) _____ / _____ To (mo/yr) _____ / _____	Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain discharge:	

SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying? _____

What machines or equipment can you operate that are related to the job for which you are applying? _____

List professional, trade, business or civic activities and office held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, genetic information, or other protected status.)

Do you have any certifications? _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Name of Employer _____

Address _____

City, State, Zip _____

Telephone _____

Job Title _____

Supervisor _____

Employed From (mo/yr) _____ / _____ To (mo/yr) _____ / _____

Pay _____ Start \$ _____ Final \$ _____

Reason for leaving _____

Duties

Name of Employer _____

Address _____

City State Zip _____

Telephone _____

Job Title _____

Supervisor _____

Employed From (mo/yr) _____ / _____ To (mo/yr) _____ / _____

Pay _____ Start \$ _____ Final \$ _____

Reason for leaving _____

Duties

Name of Employer _____

Address _____

City State Zip _____

Telephone _____

Job Title _____

Supervisor _____

Employed From (mo/yr) _____ / _____ To (mo/yr) _____ / _____

Pay _____ Start \$ _____ Final \$ _____

Reason for leaving _____

Duties

REFERENCES

Have you worked or attended school under any other names?.....Yes No

If yes, give names:_____

Are you presently employed?.....Yes No

If yes, may we contact your present employer?.....Yes No

Have you ever been fired from a job or asked to resign?.....Yes No

If yes, please explain:_____

Give three references, not relatives or former employers.

Name	Address	Phone

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information, or omission, may disqualify me from further consideration for employment and may result in my termination if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____