



TEAM TORQUE INC.



Job Application

Employees of Team Torque Inc. and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained.

Position applied for: _____

Agency or Referral: _____

Social Security No. _____

Failure to submit Social Security # on this form will not prohibit employment consideration.

Full Legal Name:

Social security number may be required on other forms prior to employment.

First Middle Last

Note: Completion of Full legal name is optional.

Address _____

Cell Phone _____

Home Phone _____

Business Phone _____

City State Zip Code

Email _____

Education

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

Year Completed: _____

If you did not complete high school, do you have an equivalency diploma? _____

Date Received: _____

Circle Number of Years Post High School Education 1 2 3 4 5 6 7

Name and Location of Institution	Hours	Degree Received	Major	Minor	Dates Attended

If you expect to complete an educational program in the near future, please indicate what type of degree and expected date: Type of Degree: _____ Completion Date: _____

Experience

Starting with the most recent, describe all paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. Use back of application for additional space.

May we contact your present supervisors? _____

Are you attaching a resume? _____ If so, you have the option to skip to Miscellaneous

Job Title _____ Employer _____ Address _____ Phone _____ Type of Business _____ Immediate Supervisor _____ Title _____ Salary (start) _____ Salary (end) _____ Date (start) _____ Date (end) _____ Full-time Position? _____	Duties: _____ _____ _____ _____ _____ _____ Did you manage employees? _____ If so, how many? _____ Reason for Leaving: _____ Your name if different from present: _____ _____
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Use this space to list any special skills you think would help us to evaluate you: _____

Typing Speed _____ Words / Minute _____ Shorthand Speed _____
Driver's License: Yes No If Yes, issuing state: _____
Other Licenses: _____

References

List names, addresses and relationships of three people not related to you who know your qualifications.

Name	Address	Phone	Relationship

Miscellaneous

Circle which shifts you will accept: Day Evening Total hours required: _____

Circle which job status you will accept: Full-time Part-time Other (please specify) _____

Circle which employee status you will accept: Salaried Hourly

Are you willing to accept employment that requires you to travel? _____

If yes, circle which of the following you will accept. Day Only Occasionally Overnight Frequently Overnight

List geographic locations you are willing to work in. Write "All" for anywhere.

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?
Yes No

Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect.

Are you willing to provide your own transportation if necessary for your employment? Yes No

If you are/were required to register for the Selective Service have you done so?

If no, state reason:

Section 2.1-32.1 of the Code prohibits any board, commission, department or agency of Team Torque Inc. from employing a person who is required to present himself and submit to federal Selective Service registration and failed to do so.

For purposes of compliance with Section 2.1-112 of the Code, are you a veteran who received an honorable discharge and served more than 180 consecutive days of full-time active duty in the US Army, Navy, Air Force, Marines or reserve components thereof, including the National Guard? Yes No

Have you been convicted for any violation(s) of law, including major traffic violations, in the last two years?
Yes No

If yes, please provide the following:
Description of Offense _____
Date of Charge _____
County, City, State of Conviction _____
*Convictions do not need to include juvenile adjudications if you were under 18 when charged.

When will you be available to start work?

Each Application Requires Current Date and Original Signature:

I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with Team Torque Inc. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize Team Torque Inc. to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause as determined by Team Torque Inc.

Signature _____ Date _____

TTI Employment Policies and Release Form (Addition):

There are a number of Team Torque Inc. policies that an applicant needs to know about and agree to before being employed. There also are a number of activities that Team Torque Inc. may want to instigate as part of the review and investigation of the appropriate background information on an applicant. The purpose of this document is to present these policies and investigative activities to the applicant to ensure that they are understood and agreed to at the time the application is submitted.

We, therefore, ask that you please read, complete, and sign this form before you complete the Application for Employment.

Among the policies that have been adopted at Team Torque Inc. are the following that we believe are important for an applicant to know in advance of employment. These are listed below. Your signature on this Release Form indicates that you have read, understand, and would agree to operate under these policies if employed at Team Torque Inc.

TTI Policy

1. This firm is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.
2. Team Torque Inc. is a drug and alcohol free-workplace. To ensure worker safety and integrity of the workplace, Team Torque Inc. prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with Team Torque Inc. Offers of employment, therefore, may be conditioned on a physical examination, including a drug and alcohol screening.
3. Smoking is not permitted inside the building at Team Torque Inc. For the safety and health of its employees, Team Torque Inc. is committed to a smoke-free building except for designated areas.
4. Your signature on this Release Form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice. Your signature on this Release Form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice.

Background Review Activities

Team Torque Inc. may conduct the following investigative activities as part of the background review of prospective employees. Your signature on this Release Form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

1. Persons convicted of specific crimes may not hold certain positions at this company. If you are applying for such a position and have been convicted of a felony, please note this below. If more space is needed, please provide the additional information on a separate sheet of paper. In addition, you authorize Team Torque Inc. to undertake a criminal records check with state police officials.
2. You authorize Team Torque Inc. to obtain a Motor Vehicle Record report. Our insurance company may also obtain a report through its sources. If the position you are applying for involves driving a motor vehicle, it is imperative that a good driving record exists.
3. You also authorize and request any and all of your former employers to furnish any and all information regarding your job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment.

We ask that you read [and complete where needed] the remaining three [3] statements and that your signature on this Release Form indicates you understand each.

1. I have read and understand the job description for the position I am applying for on this date signed below.
2. I understand that misrepresentation or omission of facts herein is cause for termination, if employed.
3. I have read and understand the above application and have answered all portions of the application truthfully and correctly with no omissions.

Applicant Signature for Release Form _____ Date _____

Please return this form with your application.