



APPLICATION FOR EMPLOYMENT

Data Sales considers applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

(PLEASE PRINT)

Form with fields for Last Name, First Name, Middle Name, Address: Street Number, City, State, Zip Code, Telephone Number(s)

Form with fields for Position(s) applied for, Date of Application, and How did you learn about us? (Advertisement, Walk In, Friend, Employment Agency, Relative, Other)

Have you ever filed an application with Data Sales before? Yes No

If yes, when?

Have you ever been employed by Data Sales before? Yes No

If yes, give dates of employment

Are you currently employed? Yes No

If yes, may we contact your current employer? Yes No

Are you available to work: Full time Part time Shift work Temporary

What hours and days are you available for work?

Are there any times when you would not be able to work if needed? (Consider evenings, Saturdays, Sundays, holidays, etc.)

Do you have any commitments or responsibilities that might prevent you from meeting attendance requirements? Comments \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No

Are you willing to work overtime, if asked?

\_\_\_\_\_ Yes \_\_\_\_\_ No

On what date would you be available for work? \_\_\_\_\_

Are you above the minimum legal working age?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally permitted to work in the United States?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\*Conviction will not necessarily disqualify you from employment.

If applying for a position that requires driving, list license # and class \_\_\_\_\_

If applying for a position that requires driving, have you, within the last 3 years, been ticketed for a moving violation, or been involved in an accident? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

## EDUCATION

School Name and Location	High School				Undergraduate College or University				Graduate/ Professional				Trade/Professional School			
	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
Degree or Diploma																
Course of Studies																

Describe any honors you have received \_\_\_\_\_

What specialized training, apprenticeship and extracurricular activities do you have which would help qualify you for this position? \_\_\_\_\_

List professional, trade, business or civic activities and offices that you have held.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB. Include any job-related military service assignments, part time jobs, and volunteer activities, if applicable.

1. Employer		Dates Employed		Duties or Responsibilities	
Address		From:	To:		
Telephone Number(s)		Circle One FT    PT    Temp			
Job Title	Supervisor	Hourly Rate/Salary			
Reason for Leaving, or If current position, why are you considering leaving?		Starting	Final		
2. Employer		Dates Employed		Duties or Responsibilities	
Address		From:	To:		
Telephone Number(s)		Circle One FT    PT    Temp			
Job Title	Supervisor	Hourly Rate/Salary			
Reason for Leaving		Starting	Final		
3. Employer		Dates Employed		Duties or Responsibilities	
Address		From:	To:		
Telephone Number(s)		Circle One FT    PT    Temp			
Job Title	Supervisor	Hourly Rate/Salary			
Reason for Leaving		Starting	Final		
4. Employer		Dates Employed		Duties or Responsibilities	
Address		From:	To:		
Telephone Number(s)		Circle One FT    PT    Temp			
Job Title	Supervisor	Hourly Rate/Salary			
Reason for Leaving		Starting	Final		

**SPECIAL SKILLS AND QUALIFICATIONS**

What job-related skills and qualifications have you acquired from employment or other experience that would help you in this position?

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What additional information do you feel may be helpful to us in considering your application?

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**REFERENCES**

Give the name, address, and telephone number of four references who are not related to you and are not previous employers.

	NAME	ADDRESS	PHONE NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

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**APPLICANT'S STATEMENT**

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application.

I certify that all statements made in this application are true and complete to the best of my knowledge.

In the event I am employed, I understand that any false or misleading information may result in termination of employment.

I authorize Data Sales Co., Inc., and its agents or representatives to investigate all statements contained in this application for employment (and accompanying resume if any) as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization 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.

I understand that if I am offered a position with Data Sales, the offer is contingent on the results of a physical examination and drug screen, which will be arranged and given at Data Sales' expense.

I understand that Data Sales operates non-smoking facilities.

If accepted for employment with Data Sales, I agree to abide by all of its rules, regulations and procedures.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date