



Echo 24, Inc.
Application for Employment

Position Applied For: _____ Date: _____

Name: _____ Social Security Number: _____

Address: _____

Street

City

State

Zip Code

Phone: Home (____) _____ Work (____) _____

Note: All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Are you legally eligible to work in the U.S.? Yes _____ No _____

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment?

If employed and under 18, can you furnish a work permit? Yes _____ No _____

Have you ever worked for Echo 24, Inc. in the past? Yes _____ No _____ What position? _____ When? _____

EDUCATION: Select the highest grade you completed:

Name and location of the last high school attended :

Did you graduate? Yes _____ No _____ If not, have you passed a G.E.D. test? Yes _____ No _____

Date Graduated: _____ Date G.E.D. Obtained: _____

Select the number of years of post high school education completed.

Table with 4 columns: High School / College Name and Location, Date Graduated, Degree, Major Area of Study. Includes three rows of blank lines for data entry.

Special Qualifications and Skills: (typing, short hand, foreign languages, professional licenses and certificates, etc.)

Do you have a driver's license? Yes ____ No ____ Commercial Driver's License? Yes ____ No ____
List the types of vehicles you can operate and amount of experience with each. (for driving positions only)

Do you have 6 or more points on your driver's license? Yes _____ No _____

Can you furnish proof of vehicle insurance in compliance with the state minimum? Yes _____ No _____

Note: If hired you will be required to have Echo 24, Inc. listed as an Additionally Interested Party on your insurance policy. You should not be charged for this by your carrier.

Have you ever been convicted of a felony?

Omit minor traffic violations. Include convictions by general court martial while in the military service.

Yes ____ No ____ If yes, give date, place, charge, court and fine or sentence.

Have you ever been convicted of misdemeanor theft?

Yes ____ No ____ If yes, give date, place, charge, court and fine or sentence.

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.

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

If yes, give the name and address of employer and describe reason.

A firing or forced resignation does not automatically exclude you from employment. The circumstances, time elapsed and recent employment record will be considered.

U.S. Citizen? Yes ____ No ____ If no, can you furnish proof you are eligible for employment
In the United States?

Have you read the job description for the position for which you are applying? Yes ____ No _____

Do you understand the requirements for the position for which you are applying? Yes ____ No _____

Are you able to carry out all of the duties and fulfill all of the requirements detailed in the above mentioned job description? Yes ____ No _____

Would you be able to work a varied schedule? (Example: days one week, evenings another week)

Yes ____ No _____

Would you be able to travel? Yes ____ No _____

Do you have a reliable truck or van? Yes ____ No _____

Please explain any "No" answers to above questions:

EXPERIENCE: The selection process for most positions involves an evaluation of relevant education and experience. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present

Employer: _____ Dates: From: _____ To: _____
Address: _____ Phone _____ Avg Hrs _____
Job Title: _____ Number: _____ per Week: _____
Salary: _____ Starting: _____ Ending: _____

Supervisor's Name: _____ Reason for Leaving: _____

Describe your work:

Employer: _____ Dates: From: _____ To: _____
Address: _____ Phone _____ Avg Hrs _____
Job Title: _____ Number: _____ per Week: _____
Salary: _____ Starting: _____ Ending: _____

Supervisor's Name: _____ Reason for Leaving: _____

Describe your work:

Employer: _____ Dates: From: _____ To: _____
Address: _____ Phone _____ Avg Hrs _____
Job Title: _____ Number: _____ per Week: _____
Salary: _____ Starting: _____ Ending: _____

Supervisor's Name: _____ Reason for Leaving: _____

Describe your work:

References: (please list 3 *professional* references with current phone numbers – we aren't looking for friends and relatives here!)

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____
3. Name: _____ Phone: _____

Name and phone number of person to contact in case of emergency:

Name: _____
Phone: _____

On what date would you be available for work? _____

Have you ever served in the military service? Yes ____ No ____
If yes, Branch _____, Date Entered _____, Date Discharged _____
Type of Discharge _____

May we conduct a background check of your qualifications, character, and record of employment?
Yes ____ No ____ **If No, please explain:**

Echo 24 is a Drug Free Workplace. Do you object to pre-employment, post accident, reasonable suspicion, and random drug testing? Yes ____ No ____

CERTIFICATION:

This statement must be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for rejection of employment, or dismissal after I have begun work. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I understand that I will be required to submit to drug screening. Additionally, I understand that my driving and criminal records will be checked and give my full consent to such a background investigation.

Signature

Date