



# Employment Application

Last Name	First	M.I.	SS Number:
Street Address		Phone Number (    )	
City, State, Zip			
Date Available to Start Work?		Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Application Date:		Specific Position Applied For:	
Pay Expected? (hr/wk/yr)	Have you previously been employed by this company? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, list position and dates:			
Emergency Contact(s) (Please Provide Name(s), Phone Number(s), Etc.):			

Education	School Name, City, State	Year Completed	Year Graduated	Degree	Major	G.P.A.
High School		9 10 11 12				
Junior College		1 2				
Business/Trade		1 2				
College		1 2 3 4				
Graduate School		1 2 3 4				

Job Related Training Courses				
Name of Course	Course Sponsor	Number of Hours	Completion Date	Grade

Licenses / Certifications	City, County, State	Expiration Date

**Previous Employment (Begin with present or last employer and list all previous employment.)**

Dates (Mo/Yr) (To/From)	Employer Name/ Address	Position/ Name of Supervisor	Rate of Pay (Start/End)	Reason for Leaving

Do you possess a valid Wisconsin driver's license?  Yes  No Are you available for on-site assignments?  Yes  No  
 Do you possess a personal automobile for transportation?  Yes  No Do you smoke?  Yes  No

Have you ever been convicted of anything other than a misdemeanor?  Yes  No (Explain and Give Dates):

**Personal and/or Professional References (List three individuals who are not relatives.)**

Name	Address	Occupation/Employer	Phone Number

TCGroup maintains the work environment is safer and more productive without the presence of illegal drugs and controlled substances in the workplace. As part of our overall program, all candidates for hire may be required to submit to a urinalysis screening subsequent to an offer of employment. Refusal to submit to chemical screening or confirmation of a positive test will result in denial of any further consideration for employment.

The Immigration Reform and Control Act of 1986 requires TCGroup to verify the identity and the right to work in the United States of each new employee. Accordingly, any offer of employment will be contingent upon you providing the appropriate documentation at the time of hire.

**TCGroup is an Equal Opportunity Employer**

I authorize TCGroup to contact any and all former employers and/or references to verify the information that I have provided on this application. I release TCGroup and any party providing reference information to TCGroup from any and all liabilities or claims arising from the verification process. I have read and certify that the information I have provided in this application is true and correct. I understand that I may not be hired or if hired, my employment will be subject to termination if I have made any omissions or misrepresentations in completing this application. I also understand that this application is not an employment contract and that, if hired, any job I might have while with TCGroup is considered at will employment.

**All items on this application form must be thoroughly provided to be considered for employment with TCGroup.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Experience / Skills

### General Office

Collating  Copying  Fascimile  Filing  General Clerical  Switchboard/Receptionist  Mail

### Accounting

Bank Teller  Bookkeeping  10-Key Calc.  Payables  Posting  Receivables

### Secretarial

Executive  General  Legal  Medical  Shorthand  Transcription

### Typing

Forms  General  Legal  Medical  Word Processing/PC

### PC Experience

Macintosh  DOS  Windows  Windows NT

### Computer Software Skills

MS Word  Excel  Access  Power Point

Engineering Applications \_\_\_\_\_

### Data Processing

Data Entry/Key Punch  Computer Operator  Programmer

### CAD Skills

Auto CAD  MicroStation  3D Applications  Other \_\_\_\_\_

◆ Typing (WPM) \_\_\_\_\_

◆ Shorthand (WPM) \_\_\_\_\_

Please list any other *experiences* and/or *skills* which you feel will assist TCGroup in considering you for employment:

Please list any *honors* and/or *awards* which you feel will assist TCGroup in considering you for employment:

Please list any *activities* and/or *interests* which you feel will assist TCGroup in considering you for employment: