



PAYROLL
WORKERS COMP
HUMAN RESOURCES
BENEFITS
STAFFING

P.O. Box 15566
Pensacola, FL 32514

telstaffing.com
info@telstaffing.com

PHONE: 850.476.9008
TOLL FREE: 866.476.9008
FAX: 850.476.9034

Employment Application

Full Name _____
Last First Middle

Cell: (____) ____ - ____

Address: _____
Number & Street City State Zip

Home: (____) ____ - ____

Email Address: _____

Position Applied For: _____

☐ Part Time ☐ Full Time

Date Available for Employment ____/____/____

Minimum Salary Requirement \$ _____. ____

Do you have transportation to work? ☐ Yes ☐ No

Are you available to work overtime if needed? ☐ Yes ☐ No

List any hours or days you are unavailable for work: _____

Are you 18 years of age or older? ☐ Yes ☐ No

If under 18, please state your age _____

Are you authorized to work in the U.S. ☐ Yes ☐ No

Are you subject to a lay-off recall? ☐ Yes ☐ No

If yes, where? _____

Have you made previous application to this organization? ☐ Yes ☐ No

If yes, when? ____/____/____

Have you been employed here previously? ☐ Yes ☐ No If yes, when? ____/____/____ Position _____

☐ Yes ☐ No Have you ever been convicted of, pled guilty or "no contest" to, a misdemeanor or felony?

Do not include minor traffic infractions for which you never appeared in court, offenses which were dismissed or discharged after completion of successful probation, and convictions or pleas which have been deemed sealed or expunge by law.

If yes, give details concerning the type of crime, the date of the conviction plea, the penalty imposed, and any other circumstances you deem relevant to a full understanding of what occurred. Attach additional sheet(s) if necessary.

☐ Yes ☐ No Have you been arrested and charged with any misdemeanor or felony not disclosed above for which you are out on bail or free on your own recognizance pending disposition or trial?

Do not include minor traffic infractions for which no court appearance is necessary.

If yes, give the date(s) and details of the arrest or charge and other circumstances you deem relevant to a full understanding of what occurred. Attach additional sheet(s) if necessary.

☐ Yes ☐ No Have you ever been sued in a civil action with regard to the death of, or personal injury or intentional damage to any person?

If yes, give details concerning the nature of the claims and defenses raised by the parties, the outcome of the action (e.g., settlement, jury verdict, or other disposition), and any other circumstances you deem relevant to a full understanding of what occurred. Attach additional sheet(s) if necessary.

Please Note: Answering "Yes" to any of the previous questions above does not automatically disqualify you from employment. Factors such as age at the time of the offense, seriousness and nature of the violation, relatedness to the job sought, and evidence of rehabilitation will be taken into consideration. However, please be advised that a mis-statement or omission in answering these questions may be grounds for disciplinary action, including discharge.



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EDUCATION

	Institution Name	City, ST	Degree Receive	Date Completed
High School				
University/College				
University/College				
Military, Business, Trade, Other				

WORK HISTORY

	Most Recent/Current	Previous Position 1	Previous Position 2	Previous Position 3
Previous Employer				
City, ST				
Position Held				
Supervisor Name				
Supervisor Phone				
Start Date				
Starting Salary				
End Date				
Ending Salary				
Reason for Leaving				

SPECIAL SKILLS AND QUALIFICATIONS

PROFESSIONAL REFERENCES

List the names, addresses and phone numbers of three (3) professional references.

1. _____
2. _____
3. _____

PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW

The facts set forth in my application are true and complete. I authorize the investigation of all statements contained in this application and hereby authorize my former employers to furnish all information pertaining to my work record. I hereby release my former employers from all liability on account of furnishing such information. I understand that false statement, omission or misleading statements on this application shall be considered sufficient cause for refusal to hire or dismissal that I agree that my employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. TEL Staffing and HR is hereby authorized to investigate my employment history, including the contacting of the employers listed previously.

Signature

_____/_____/_____
Date