



Employment Application

Please complete those sections not addressed on your resume and sign on the final page.

General		
Legal Name (last, first, middle)		SSN
Address		Phone No, Day
City, State, Zip		Phone No, Evening
Email Address		Phone No, Alternate
Are you legally authorized to work in the US?	Birth date, if under 18	Have you previously applied to NTFOS?

Position			
Position Desired	Preferred Location Grapevine Irving Keller	Date you can start	Desired Pay
How much are you willing and able to travel between locations? ≤ Daily ≤ Weekly _____ times / week ≤ Monthly _____ times / month ≤ Yearly _____ times / year ≤ Specify which offices you are willing to travel between (circle all that apply). Grapevine Irving Keller ≤ Not willing or able to travel between locations.			

Education		
Name and Location of School.	Graduate?	Subjects Studied
High School	Y N	
College	Y N	
Trade/Other School	Y N	
List licenses, foreign languages, computer, and other skills and training you consider relevant.		

Professional References		
Name	Telephone	Years Known
Name	Telephone	Years Known
Name	Telephone	Years Known



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Employment Record (list most recent employment first)			
Start Date	End Date	Final Position	Final Salary
Employer		Last Supervisor's Name	
Employer Complete Address			
Employer Phone		Employer Email	May we contact?
Reason for Leaving			
Duties / Experience			
Start Date	End Date	Final Position	Final Salary
Employer		Last Supervisor's Name	
Employer Complete Address			
Employer Phone		Employer Email	May we contact?
Reason for Leaving			
Duties / Experience			
Start Date	End Date	Final Position	Final Salary
Employer		Last Supervisor's Name	
Employer Complete Address			
Employer Phone		Employer Email	May we contact?
Reason for Leaving			
Duties / Experience			



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Authorization

Application Fraud & Misrepresentation

I hereby authorize investigation of all statements contained in this application and on my resume, if provided. I certify that the facts in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements are grounds for dismissal.

Reference and Background Checking

Applying for a job authorizes NTFOS to contact schools, current and former employers or other references for the purpose of verifying information and/or obtaining an account of education, work experience and skills. I understand this verification may include any inquiry into my credit history, motor vehicle driving record, criminal and civil records, prior employment (including contacting prior employers), education, as well as other public record information. I authorize the release of such information as deemed necessary by NTFOS to verify the information I provided. I release and hold harmless from liability any individual or entity requesting or supplying information with respect to my application for employment.

Employment Eligibility Verification and “At Will” Status

Employment at NTFOS is contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service’s Employment Eligibility Verification (I-9 Form). Employment at NTFOS is on an “at-will” basis and is for no definite period and may, regardless of the date or method of payment of wages and salary, be terminated at any time with and without cause. No supervisor, manager, or other person, irrespective of title or position, has authority to alter the at-will status of your employment or to enter into any employment contract for a definite period of time with you. Any agreement with you altering the at-will employment status must be in writing and signed by all Partners of NTFOS. I understand and agree that no representative of NTFOS has entered into any employment agreement for a specified period of time.

Medical Examination/Immunization(s)

For some positions, after an offer of employment is made, a pre-employment medical examination or immunization(s) may be required as a condition of employment only if it is relevant to the job. These examinations are arranged by and at the expense of NTFOS. By applying for a specific job, you acknowledge your understanding and agreement that failure to successfully complete a required post-offer, pre-employment medical examination or immunization(s) will result in NTFOS rescinding the employment offer or terminating your employment

EEOC Statement

NTFOS is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. NTFOS is a smoke-free environment and as such, prohibits smoking in all facilities. NTFOS is a drug-free workplace.

Applicant
Signature

Date