

JOB APPLICATION

TRUE & PRESTIGIOUS ASSOCIATES

True & Prestigious Associates is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name:

Address:

City, State and Zip Code:

Telephone Number:

Email Address:

Date of Application:

Employment Position

Position(s) applying for: Customer Support Professional (CSP)

How did you hear about this position?

What days are you available for work?

What hours or shift are you available for work?

If needed, are you available to work overtime?

On what date can you start working if you are hired?

Personal Information

Have you ever applied to or worked for True & Prestigious Associates before? Yes No

If yes, when?

Do you have any friends, relatives, or acquaintances working for True & Prestigious Associates? Yes No

If yes, state name & relationship:

Are you 18 years of age or older? Yes No

Are you a U.S citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense, the date of the offense, the nature of the offense, including details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: True & Prestigious Associates complies with the ADA and considers reasonable accommodation measures that may be necessary for the eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services?

What branch of the military did you enlist?

What was your military rank when discharged?

How many years did you serve in the military?

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Dates Employed:

Reason for leaving:

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Dates Employed:

Reason for leaving:

References

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

AT-WILL EMPLOYMENT

The relationship between you and the (company) True & Prestigious Associates is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the (company) True & Prestigious Associate. No representative of True & Prestigious Associates has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will, and that you acknowledge that no oral or written statement or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the company's President.

Applicant Signature: _____

Dated: ___ / ___ /21