

APPLICATION FOR EMPLOYMENT

Our company hires solely on the basis of merit. It is the policy of the company to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, religion, national origin, disability, or other protected classifications.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please notify the company immediately.

Applicants in Philadelphia, Massachusetts, Oregon, Delaware, California, Connecticut, Hawaii, New Jersey, Pennsylvania, Puerto Rico, Vermont, San Francisco, CA, Chicago, IL, Louisville, KY, New Orleans, LA, Kansas City, MO, New York City, NY, Albany County, NY, Westchester County, NY or Suffolk County, NW do not have to share previous salary information.

Applicant Information

Name (first, MI, last)			
Current address			
City / State / Zip			
Phone		Email	
Today's date		Date available	
Desired position		Desired pay	\$
How did you learn about us?			
Are you legally authorized to work in the United States of America?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you presently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, where?	
Have you previously worked for us?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when?	
Are you at least 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Age, if under 18	
Have you ever been discharged or asked to resign from a job?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain	
Do you have a valid drivers' license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently use illegal drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you fluently speak English?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you fluently read and write English?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Shift work <input type="checkbox"/> Temporary		
Please note any other information that may be helpful, including foreign languages, certifications, licenses, and computer skills.			

Are you subject to any type of agreement that would restrict your ability to work at the company? If yes, explain and provide a copy of the agreement. <i>Examples: non-compete, confidentiality, or non-disclosure</i>	Yes	No
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Have you ever been disciplined, terminated, or resigned because of sexual harassment in the workplace? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Current Employment

Copy and attach additional pages as needed to provide your complete employment history.

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for leaving			
May we contact your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason:	



Previous Employment

Please list newest to oldest

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for leaving			
May we contact your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason:	

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for leaving			
May we contact your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason:	

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for leaving			
May we contact your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason:	

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Education

Institution name	City & State	Degree received	Degree awarded	Your name at time of graduation
High school			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade school			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

References

Please list three professional references that are not related to you.

Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	

Disclaimer & Signature

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and I authorize the company to verify their accuracy and to obtain reference information on my work performance. I hereby release the company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the employer may terminate my employment at any time with or without notice or cause.

I also understand that a test for illegal controlled substances may be conducted at the expense of the company as a part of the company's selection and hiring process. Any offer made to an applicant may be conditional upon the successful completion of the drug screen.

Signature		Date	
Printed name			

Affirmative Action: Applicant Self Identify

Direct Traffic Control, Inc. is an equal opportunity employer. As required by law, we must record certain information to be made a part of our affirmative action program.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Name: _____

Position Applied for: _____

Gender Male Female

Race or Ethnicity Identity* (select one, see below for definitions)

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

Veteran Status (see below for definitions)**

- I am a protected veteran
- I am NOT a protected veteran
- I do not wish to self-identify

Date Completed: _____

- How did you hear of our opening?** employee referral company website
- job board social media advertisement (print/radio/TV) recruiter
- other – please explain:

***EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES**

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (*not Hispanic or Latino*) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (*not Hispanic or Latino*) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (*not Hispanic or Latino*) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (*not Hispanic or Latino*) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaska Native (*not Hispanic or Latino*) - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Two or more races (*not Hispanic or Latino*) - All persons who identify with more than one of the above races.

****PROTECTED VETERAN DEFINITION**

Protected veteran means a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran or recently separated veteran.

Active duty wartime or campaign badge veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed Forces service medal veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).

Disabled veteran means (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, *or* (2) a person who was discharged or released from active duty because of a service-connected disability.

Recently separated veteran means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.