



Employment Application

Our company is an equal opportunity employer and will consider all applicants for all positions without regard to their race, sex, age, color, religion, national origin veteran status or any disability as provided in the American With Disability Act.

This application will be given every consideration, but its receipt does not imply the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

Name: _____ Date: _____
Last First Middle

Social Security Number: _____ Home Phone: () _____

Present Address: _____
Street City State Zip

Employment Desired

Are you seeking: Full time Part time Temporary Employment

Type of work category applying for _____ Salary desired: _____

Date available to start? _____ How did you hear about TNT? _____

Are there any days or hours you would be unable or unwilling to work? Yes No

If yes, please specify those days or hours: _____

Education

	Name, Address, Location	Dates	Graduate	Courses Studied
High School				
College				
Trade School				

List and describe any other School or Specialized Training: _____

Military

Have you ever served in the military? Yes No

Service Branch: _____

Date Entered: _____

Date Separated: _____

Final Rank: _____

Work History

(Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.)

Most Recent Employer

Are you currently working for this employer

Yes No

May we contact this employer?

Yes No

Company Name	City	State	Phone Number
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Date Employed	Job Title	Supervisor Name
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Duties

Salary (Hour, Week, Month)	Reason for leaving
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Second Recent Employer

Company Name	City	State	Phone Number
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Date Employed	Job Title	Supervisor Name
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Duties

Salary (Hour, Week, Month)	Reason for leaving
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Third Recent Employer

Company Name	City	State	Phone Number
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Date Employed	Job Title	Supervisor Name
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Duties

Salary (Hour, Week, Month)	Reason for leaving
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Reference

Please give three employment references not relatives or friends.

Name	Address	Phone Number	Years Known	Occupation
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Security

Do not fill out any part of this section you believe to be non-job related

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

Are you below the age of 18? Yes No

Have you ever applied with TNT? Yes No

Have you ever worked for TNT? Yes No

List states and countries of residence for the past seven years: _____

Have you used any names or Social Security numbers different than what is listed above? Yes No

If yes, list in comment section.

Have you ever been convicted of any crime (excluding traffic violations) including driving while under the influence of alcohol or drugs? (Conviction records will not necessarily result in disqualification from consideration. An individualized assessment will be made based on a number of factors including the requirements of the job, the nature of the offense, and other pertinent factors). Yes No If yes, describe below:

Capability / Reliability

List languages in which you are fluent: _____

What type of office equipment and computer programs can you operate? _____

What is your typing speed _____ words per minute

Do you have a valid driver's license? Yes No

DL# _____ Type _____ State of issue _____

Have you filed any type of fraudulent claim against any of your present or past employers? Yes No

If yes, explain: _____

Have you ever been disciplined for violating company safety rules and regulations? Yes No

If yes, explain: _____

How many days of work have you missed in the last two years? _____

How many times have you been late for work in the last two years? _____

Would you be willing and able to report to work on time every day on a regular consistent basis? Yes No

If no, please explain: _____

Do you have the ability, with or without reasonable accommodations, to do the duties that are required for the job that you are applying for? Yes No

If no, explain: _____

Comments
