

Echo 24, Inc.
Application for Employment

Position Applied For _____ Date _____

Name _____ Social Security Number _____

Address _____
Street City State Zip Code

Phone Home (____) _____ Work (____) _____

Note: All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Are you legally eligible to work in the U.S.? Yes ____ No ____

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment?

If employed and under 18, can you furnish a work permit? Yes ____ No ____

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Have you ever worked for _____ What position?
Echo 24, Inc. in the past? Yes ____ No ____ When?

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EDUCATION: Circle the highest grade you completed. 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of the last high school attended :

Did you graduate? Yes ____ No ____ If not, have you passed a G.E.D. test? Yes ____ No ____

Date Graduated _____ Date G.E.D. Obtained _____

Circle the number of years of post high school education completed. 1 2 3 4 5 6 7

High School / College Name and Location	Date Graduated	Degree	Major Area of Study
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Qualifications and Skills: (typing, short hand, foreign languages, professional licenses and certificates, etc.)

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Do you have a driver's license? Yes ____ No ____ Commercial Driver's License Yes ____ No ____

List the types of vehicles you can operate and amount of experience with each. (for driving positions only)

Do you have 6 or more points on your driver's license? Yes ____ No ____

Can you furnish proof of vehicle insurance in compliance with the state minimum? Yes _____ No _____
Note: If hired you will be required to have Echo 24, Inc. listed as an Additionally Interested Party on your insurance policy. You should not be charged for this by your carrier.

Have you ever been convicted of a felony?

Omit minor traffic violations. Include convictions by general court martial while in the military service.

Yes _____ No _____ If yes, give date, place, charge, court and fine or sentence.

Have you ever been convicted of misdemeanor theft?

Yes _____ No _____ If yes, give date, place, charge, court and fine or sentence.

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.

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Have you ever been fired or asked to resign from a job? Yes _____ No _____

If yes, give the name and address of employer and describe reason.

A firing or forced resignation does not automatically exclude you from employment. The circumstances, time elapsed and recent employment record will be considered.

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U.S. Citizen? Yes _____ No _____ If no, can you furnish proof you are eligible for employment
In the United States?

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Have you read the job description for the position for which you are applying? Yes _____ No _____

Do you understand the requirements for the position for which you are applying? Yes _____ No _____

Are you able to carry out all of the duties and fulfill all of the requirements detailed in the above mentioned job description? Yes _____ No _____

Would you be able to work a varied schedule? (Example: days one week, evenings another week)

Yes _____ No _____

Would you be able to travel? Yes _____ No _____

Do you have a reliable truck or van? Yes _____ No _____

Please explain any "No" answers to above questions: _____

EXPERIENCE: The selection process for most positions involves an evaluation of relevant education and experience. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present _____ Dates: _____
Employer _____ From _____ To _____
Address _____ Phone _____ Avg Hrs _____
Number _____ per Week _____
Job Title _____ Salary: _____
Starting _____ Ending _____
Supervisor's Name _____ Reason for Leaving _____

Describe your work: _____

=====

Employer _____ Dates: _____
From _____ To _____
Address _____ Phone _____ Avg Hrs _____
Number _____ per Week _____
Job Title _____ Salary: _____
Starting _____ Ending _____
Supervisor's Name _____ Reason for Leaving _____

Describe your work: _____

=====

Employer _____ Dates: _____
From _____ To _____
Address _____ Phone _____ Avg Hrs _____
Number _____ per Week _____
Job Title _____ Salary: _____
Starting _____ Ending _____

Supervisor's Name _____ Reason for Leaving _____

Describe your work: _____

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References: (please list 3 *professional* references with current phone numbers – we aren't looking for friends and relatives here!)

Name and number of person to contact in case of emergency: _____

On what date would you be available for work? _____

Have you ever served in the military service? Yes ____ No ____

If yes, Branch _____, Date entered _____, Date discharged _____

Type of Discharge _____

May we conduct a background check of your qualifications, character, and record of employment?

Yes ____ No ____ If No, please explain.

Echo 24 is a Drug Free Workplace. Do you object to pre-employment, post accident, reasonable suspicion, and random drug testing? Yes ____ No ____

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CERTIFICATION:

This statement must be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for rejection of employment, or dismissal after I have begun work. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I understand that I will be required to submit to drug screening. Additionally, I understand that my driving and criminal records will be checked and give my full consent to such a background investigation.

Signature

Date