

Date of Application: _____ Position Applied For: _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

GENERAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street Apt # City State Zip

Phone: _____ Email: _____

Have you been employed with DATAMATX before? Yes No If yes, when? _____

How did you hear about DATAMATX? _____

Are you legally eligible for employment in the United States? Yes No

Will you require sponsorship, either now or at a later date Yes No

Are you at least 18 years of age? Yes No

Have you ever been discharged from your work? Yes No **if yes, briefly explain below.**

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a crime involving dishonesty, breach of trust, or money laundering, as those terms are defined by the Federal Deposit Insurance Corporation (FDIC)? Yes No **if yes to either question, briefly explain**

Wage Desired: _____ Date available to begin work: _____

If applying for production positions, do you prefer Day Shift? Yes No Night Shift? Yes No

Do you have a reliable method of getting to work? Yes No **if no, briefly explain below.**

How long do you plan on working here? _____

EDUCATION

High School – # of Years Completed: _____ Did you graduate? Yes No

School Name & Location Degree Received

College/University – # of Years Completed: _____ Did you graduate? Yes No

School Name & Location Degree Received

Trade/Technical – # of Years Completed: _____ Did you graduate? Yes No

School Name & Location Degree/Certification Received

Other – # of Years Completed: _____ Did you graduate? Yes No

School Name & Location Degree/Certification Received

EMPLOYMENT HISTORY

Start with your present or most recent employer. Please give complete full-time and part-time employment information. Application must be completed even if you are submitting a resume. Include experience in the U.S. Armed Forces and long-term voluntary assignments and internships.

From:	To:	Company Name:	Telephone #:
Job Title:		Company Address: City/ State:	
Supervisor's Name:		Description of job responsibilities:	
Supervisor's Title:			
Reason for leaving job:			

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Supervisor's Name:		Description of job responsibilities:	
Supervisor's Title:			
Reason for leaving job:			

EMPLOYMENT HISTORY - Continued

From:	To:	Company Name:	Telephone #:
Job Title:		Company Address: City/ State:	
Supervisor's Name:		Description of job responsibilities:	
Supervisor's Title:			
Reason for leaving job:			

Please explain any gaps in your employment history. _____

REFERENCES

May we contact your present employer? Yes No Past employers? Yes No
 Would your past employers rehire you? Yes No
 What would your employers say about you if we called them? _____

Personal References: If you were referred to DATAMATX by a current or former employee, list here in addition to your personal references.

Name & Occupation	Telephone Number	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

SKILLS AND QUALIFICATIONS

Describe any additional skills, qualifications, experience, or training that might be useful in the job for which you are applying. Include computer skills and other equipment experience. _____

Consent and Signature

Important - Please read the following statement and sign the application.

Applicant hereby certifies that the answers to the foregoing questions are true and correct. I agree if the information is found to be false in any respect including omission of information, I will be subject to dismissal without notice at any time. The applicant understands the employer is relying upon applicant's answers and the answers are made as an inducement to employer to hire applicant. I authorize the employer to investigate all information in this application. I hereby authorize my former employers to release information pertaining to my work record, habits, and performance.

I hereby authorize DATAMATX to obtain a background investigative report made by a security or consumer reporting agency with respect to me. In doing so, I release the reporting agency, DATAMATX, and its agents from any and all liability which may follow from the release of such information.

Should I become an employee of DATAMATX, I understand that my employment will be for no definite term, such that I will enjoy the right to terminate my employment at any time, at my convenience, with or without cause or reason. I further understand that DATAMATX will have the same right. This status can only be modified if such modification is in writing and signed by both me and the President of DATAMATX.

I hereby further acknowledge that I am expected to abide by all Company rules and regulations, written or unwritten, promulgated by the Company, my manager, or supervisor, but that such rules and regulations do not create a contract between me and the Company or otherwise restrict the right of either me or the Company to terminate the employment relationship. I understand that these rules and regulations may be subject to change at any time. I understand and agree any handbook I may receive will not constitute an employment contract but will be a statement of the Company's current policies.

As part of your employment process DATAMATX will obtain a background investigative report made by a security or consumer reporting agency with respect to you. Your approval is required before the reporting agency will process the request, DATAMATX, and its agents from any and all liability which may follow from the release of such information. Additionally a Federal background check may be required for job function/duties with access to Federal Tax Information which could include Federal Bureau of Investigation fingerprint results.

I understand that before any offer is finalized, I will be required to submit a urine sample or other medical testing for alcohol, drugs, and controlled substances at a Company-selected medical facility at the Company's expense. If the test results demonstrate the presence of undisclosed prescribed or unauthorized drugs or controlled substances, an unacceptable level of alcohol, or evidence of tampering with the test, I understand that I will not be permitted to commence work for the Company, or I will be terminated if I have already commenced work. I voluntarily consent for the designated medical facility to collect samples from me and to test for the presence of alcohol, drugs, and controlled substances. Further, the medical facility is authorized to release the results of the tests to DATAMATX. DATAMATX is authorized to communicate the results of the tests internally as it deems appropriate.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Signature of Applicant

Date

Parent or Guardian Signature (if under 18 years of age)

Date

Please do not call DATAMATX to inquire about the status of your application. You will be contacted should your skills and availability match our needs. This application will remain active for 60 days. DATAMATX is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.