



REFERRAL SOURCE

How did you hear about us? _____ Walk-in _____ Advertisement _____ Referral _____ Website _____
Other: _____

Do you know anyone who works for PTSC? ___ Yes ___ No If yes, who? _____

REFERENCES

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

EMPLOYMENT HISTORY

This section must be completed entirely. Resumes will not be accepted in lieu of an application but may be submitted in addition to this application. List all work experience for the past 10 years, beginning with your current or most recent position.

Employer _____ From _____
 _____ Month xx Day xx Year xxxx
 Address _____ To: _____
 _____ Month xx Day xx Year xxxx
 _____ Full-Time
 _____ Part-Time: hours per week: _____
 _____ Seasonal
 _____ Temporary
 Supervisor's Name _____ Phone _____
 Duties/Responsibilities: _____

 Reason for leaving or considering a change _____

 May we contact this employer Yes No

Employer _____ From _____
 _____ Month xx Day xx Year xxxx
 Address _____ To: _____
 _____ Month xx Day xx Year xxxx
 _____ Full-Time
 _____ Part-Time: hours per week: _____
 _____ Seasonal

Note: PTSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.



Supervisor's Name _____ Phone _____ Temporary
Duties/Responsibilities: _____

Reason for leaving or considering a change _____

May we contact this employer Yes No

Employer _____ **From** _____
Month xx Day xx Year xxxx

To: _____
Month xx Day xx Year xxxx

Address _____

 Full-Time
 Part-Time: hours per week: _____
 Seasonal
 Temporary
Supervisor's Name _____ Phone _____
Duties/Responsibilities: _____

Reason for leaving or considering a change _____

May we contact this employer Yes No

Employer _____ **From** _____
Month xx Day xx Year xxxx

To: _____
Month xx Day xx Year xxxx

Address _____

 Full-Time
 Part-Time: hours per week: _____
 Seasonal
 Temporary
Supervisor's Name _____ Phone _____
Duties/Responsibilities: _____

Reason for leaving or considering a change _____

May we contact this employer Yes No

Use the back side of the application for more employment information if needed.

Note: PTSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.



EDUCATION

Completed High School or Equivalent Yes No

College Level Completed: Certificate Program Associates Degree BA/BS Masters Doctorate

	Name/Location of School	Diploma/Degree/Certificate	Major
High School	_____	_____	_____
College	_____	_____	_____
Graduate	_____	_____	_____
Vocational	_____	_____	_____

ADDITIONAL INFORMATION

Professional Membership / Affiliations / Trade Licenses related to this position

Other skills or abilities that related to this position:

Computer skills: Microsoft Office Excel Word Access Publisher PowerPoint

Other software programs _____

Please read the following carefully before signing this application -- initial where indicated

_____ PTSC affords equal opportunity to all qualified persons and does so without regard to race, color, creed, national origin, religion, age, gender, sex, sexual orientation, gender identity, genetic information, marital status, disability, honorably discharged veteran or military status, the presence of any sensory, physical or mental disability, the use of a trained guide dog or service animal by a person with a disability (unless based upon a bona fide occupational qualification), HIV or AIDS status, political affiliations or any other legally protected status in accordance with applicable local, state, and federal law. This practice is applicable to all aspects of the employment experience, including recruitment, hiring, compensation, layoff, discharge, training, and all other terms, conditions, or privileges of employment.

_____ Interviews are given on a competitive basis, using job-related factors, after a completed application has been received. Not everyone who applies for a position will be interviewed.

_____ I certify that I have truthfully answered and have not knowingly withheld any information relative to my application. I understand that any falsification, misrepresentation or omission of information of this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to PTSC may result in immediate termination of my position.

_____ I authorize previous employers and supervisors any and all information regarding my previous employment with the exceptions noted on this application. I understand that consideration for employment in this position is contingent upon the results of reference and/or background checks where appropriate.

_____ In consideration of my employment, I agree to conform to the policies and procedures of PTSC. I understand that the benefits, rules and policies of PTSC may be changed, modified, eliminated or added to at any time at PTSC's sole discretion and without prior notice. My employment can be terminated at any time, with or without cause and with or without notice, at the option of either the company or myself.

Note: PTSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.



_____As standard protocol, PTSC will request background information about finalists from a background check provider in connection with your employment or application for employment. With your permission, this information will be obtained in the form of a background report. PTSC obtains a criminal and/or credit background report where such information is substantially related to the duties and responsibilities we are hiring for.

Signature of Applicant

Date

Note: PTSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.