APPLICATION FOR EMPLOYMENT
Industrial Training Services, Inc.
120 Max Hurt Drive
Murray, KY 42071

ITS is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
Last, First, Middle

Address _____
Number & Street, City, State, Zip Code

Position Sought _____ ___ Full Time ___ Part Time

Date Available _____ Salary Desired _____ Phone Number _____
Are you over 18 years old? __ Yes __ No

Are you legally eligible for employment in the United States? ___ Yes ___ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4
Diploma: __ Yes __ No **G.E.D.**: __ Yes __ No

School(s) _____ City/State _____

College and/or Vocational School:
Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s)Held_____
State of _____ License Number _____

License Expiration Date _____
Other Professional Memberships _____
_____

Have any licenses been revoked?_____
Are all licenses held in good standing?_____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

Have you been convicted of a felony within the past 7 years? Y N
If yes, please explain the circumstances._____
_____
(Felony convictions are not an absolute bar to employment)

This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.

SKILLS:

Office: _____

_____

Other _____

Other Software Skills _____

Have you ever been employed at ITS? __ Yes __ No
If so, please state dates of employment_____

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? ____ Yes ____ No
If any employment was under a different name, indicate name_____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ (Mo/Yr Mo/Yr)

Salary _____ Supervisor _____ Department _____

Duties _____ FT __ PT __ No. of Hrs.___

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ (Mo/Yr Mo/Yr)

Salary _____ Supervisor _____ Department _____

Duties _____ FT __ PT __ No. of Hrs.___

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Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? __Yes __No

If yes, explain: _____

REFERENCES:

Professional

Name _____

Address _____

_____

Phone (_____)_____

Name _____

Address _____

_____

Phone (_____)_____

Personal

Name _____

Address _____

_____

Phone (_____)_____

Name _____

Address _____

_____

Phone (_____)_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize ITS to verify their accuracy and to obtain reference information on my work performance. I hereby release ITS 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.

Signature of Applicant _____ Date: _____

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