

# EMPLOYMENT APPLICATION

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TRUSYS 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 status, protected veteran status or any other characteristic protected by law.

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Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Available Start Date: \_\_\_\_\_ Desired Wage: \_\_\_\_\_

## PERSONAL INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Physical Address \_\_\_\_\_ City, ST Zip \_\_\_\_\_

Mailing Address  
(if different) \_\_\_\_\_ City, ST Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Are you eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you at least 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked using a different name? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what name? \_\_\_\_\_

Have you ever been convicted of a felony? \* Yes \_\_\_\_\_ No \_\_\_\_\_

*\* Answering "yes" will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by law.*

## EMPLOYMENT DESIRED

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to relocate at your own expense?

Yes \_\_\_\_\_ No \_\_\_\_\_

Can you work any shift?

Yes \_\_\_\_\_ No \_\_\_\_\_

Can you work from home?

Yes \_\_\_\_\_ No \_\_\_\_\_

Can you work overtime, including weekends?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently employed?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, may we contact your current employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

	School Name & Location	Years Attended	Degree Received	Major or Course of Study
High School				
College or University				
Trade or Technical School				
Other				

## PROFESSIONAL LICENSES, CERTIFICATIONS OR MEMBERSHIPS

License(s) Held \_\_\_\_\_

Certifications \_\_\_\_\_

Professional Memberships\* \_\_\_\_\_

Other \_\_\_\_\_

*\* It is not necessary to disclose memberships 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.*

## TECHNICAL & COMPUTER SKILLS

Please indicate your level of proficiency with an "x" in the appropriate column, and the number of years' experience:

	Years Exper.	Beginner	Inter- mediate	Advanced
Personal Computer (PC) and/or MAC	_____	_____	_____	_____
Microsoft Office Suite (Word, Excel, Outlook)	_____	_____	_____	_____
AutoCAD	_____	_____	_____	_____
Revit	_____	_____	_____	_____
Bluebeam	_____	_____	_____	_____
Adobe Acrobat	_____	_____	_____	_____
SharePoint	_____	_____	_____	_____
Internet Search Engines (Google, etc.)	_____	_____	_____	_____
QuickBooks (if applicable)	_____	_____	_____	_____
Other:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

## EMPLOYMENT HISTORY

Please provide the last ten (10) years of employment history, including periods of unemployment, starting with the most recent. Failure to provide complete and accurate information may disqualify you from further consideration.

**Employer** \_\_\_\_\_

**Employer's Address** \_\_\_\_\_

**Position Held** \_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**Dates of Employment** From \_\_\_\_\_ To \_\_\_\_\_

**Hourly Rate / Salary** Starting \_\_\_\_\_ Ending \_\_\_\_\_

**Supervisor** Name \_\_\_\_\_ Title \_\_\_\_\_

**May We Contact?** \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Responsibilities** \_\_\_\_\_

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**Employer** \_\_\_\_\_

**Employer's Address** \_\_\_\_\_

**Position Held** \_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**Dates of Employment** From \_\_\_\_\_ To \_\_\_\_\_

**Hourly Rate / Salary** Starting \_\_\_\_\_ Ending \_\_\_\_\_

**Supervisor** Name \_\_\_\_\_ Title \_\_\_\_\_

**May We Contact?** \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Responsibilities** \_\_\_\_\_

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## Employment History (continued)

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Position Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment      From \_\_\_\_\_      To \_\_\_\_\_

Hourly Rate / Salary      Starting \_\_\_\_\_      Ending \_\_\_\_\_

Supervisor      Name \_\_\_\_\_      Title \_\_\_\_\_

May We Contact? \_\_\_\_      Email \_\_\_\_\_      Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Position Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment      From \_\_\_\_\_      To \_\_\_\_\_

Hourly Rate / Salary      Starting \_\_\_\_\_      Ending \_\_\_\_\_

Supervisor      Name \_\_\_\_\_      Title \_\_\_\_\_

May We Contact? \_\_\_\_      Email \_\_\_\_\_      Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Position Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Hourly Rate / Salary Starting \_\_\_\_\_ Ending \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

May We Contact? \_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

*If needed, please include additional sheets for prior employment history.*

## EMERGENCY CONTACTS

Primary Contact Name \_\_\_\_\_

English Speaking? \_\_\_\_\_ If not, what language? \_\_\_\_\_

Primary Phone Number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

Permission To Discuss Medical Information With Him/Her? \_\_\_\_\_

Secondary Contact Name \_\_\_\_\_

English Speaking? \_\_\_\_\_ If not, what language? \_\_\_\_\_

Primary Phone Number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

Permission To Discuss Medical Information With Him/Her? \_\_\_\_\_

## REFERENCES

Please provide at least 3 professional references:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Years Known \_\_\_\_\_ Relationship \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Years Known \_\_\_\_\_ Relationship \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Years Known \_\_\_\_\_ Relationship \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home 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 TRUSYS to verify their accuracy and to obtain reference information on my work performance.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I authorize the company to conduct background checks (including financial background checks) record of employment, education record, and any other information I have provided. I hereby release TRUSYS from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having employment decisions based on such information.

Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure.

I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Applicant's Printed/Typed Name

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Applicant's Signature

Date Signed

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**-OR-**

Electronic Signature (Enter Full Name, Date, and Location)

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