



Employment Application

Thank you for your interest in employment with us. We consider all job applicants solely on the basis of job-related qualifications. Technifax Office Solutions is an equal opportunity employer and does not discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, age, disability, or any other protected group status. Please complete this form fully and accurately. If you are unable to recall specifically any item of information requested, please so indicate. All the information you provide is subject to verification. Applicant must reapply if not hired within 60 days.

Name

Type of Work or Position Desired

Date

How did you learn of opportunities at Technifax?

TECHNIFAX MAINTAINS A SMOKE AND DRUG FREE WORKPLACE

EDUCATION RECORD

School Name & Location

Major/Minor

Diploma/Degree & Year

High School

University/College

Technical/Trade School/Other

EMPLOYMENT RECORD

Complete this employment history even if you also submit a resume.

Employment Dates

Salary

Employer

From: _____ To: _____

Starting: _____ Ending: _____

Name: _____

Position Title: _____

Supervisor: _____

City/State: _____

Responsibilities: _____

Reason for Leaving: _____

Phone: _____

Employment Dates

Salary

Employer

From: _____ To: _____

Starting: _____ Ending: _____

Name: _____

Position Title: _____

Supervisor: _____

City/State: _____

Responsibilities: _____

Reason for Leaving: _____

Phone: _____

Employment Dates

Salary

Employer

From: _____ To: _____

Starting: _____ Ending: _____

Name: _____

Position Title: _____

Supervisor: _____

City/State: _____

Responsibilities: _____

Reason for Leaving: _____

Phone: _____

Professional References – List persons who have worked directly with you and are familiar with the quality of your work.

Name _____ email _____ Phone _____ Relation _____

Name _____ email _____ Phone _____ Relation _____

Name _____ email _____ Phone _____ Relation _____

PLEASE READ CAREFULLY AND SIGN

Background Investigation and Release:

The information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation or omission of fact, as stated or implied, in my application, resume, other employment documents or interview(s) may be sufficient reason for not hiring me and/or dismissal. I authorize Technifax Office Solutions to contact anyone for information about me, including the companies, schools, entities, and persons named above and all others for whom I have worked.

I authorize the companies, schools, entities, and persons named above and all others for whom I have worked to release any information that they may have about me. I hereby release said companies, schools, entities, and persons from all claims or liability for issuing such information. I further release Technifax Office Solutions and all of its associates from any and all claims and damage that may result from the Company's reliance on such information.

Employment-At-Will Agreement:

Further, I understand my employment at Technifax is on an "employment-at-will" basis and thus agree that my employment is for an indefinite period and may be terminated at any time, for any reason, with or without cause, by me or Technifax without prior notice.

I understand that Technifax is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment.

Drugs, Alcohol & Tobacco:

Consistent with Technifax Office Solutions Drug and Alcohol Policy, employment is contingent on passing a mandatory pre-employment drug screen for all positions. Those who refuse to take the test or fail the test will not be hired. I also understand that if hired, working under the influence of alcohol or legal or illegal drugs, or selling or offering to sell, purchasing, using, transferring, possessing or consuming alcohol, illegal drugs, or controlled substances or the paraphernalia associated with such, on company property, while operating company-owned vehicles or equipment, or in the course and scope of my employment will result in termination of employment.

Tobacco-Free Workplace – In the interest of providing a clean, safe, healthy, working environment, and promoting wellness among all employees, smoking and the use of all other tobacco products are not allowed in any Technifax building or Technifax-owned vehicle.

Other Conditions of Employment:

As a condition of employment, I understand that I will be required to sign agreements confirming these and other policies. I further understand that I will be required to sign certain associate agreements as a condition of employment (i.e., an agreement not to compete). I understand that if hired, I am required to abide by all rules and regulations of Technifax Office Solutions and to comply with all policies and procedures in the Employee Handbook, any policy and procedure manual, or other communications to associates. I further understand that Technifax's policies and procedures are subject to modification without notice.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

I have read, understand and agree to the above statements

Applicant's Signature

Today's Date

Printed Name