



TRANSITIONS Industries, Inc.

Transferring Made Easy™

Employment Application

(PLEASE PRINT IN INK)

TRANSITIONS INDUSTRIES, INC. is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number	Social Security Number (If available)	Email:	
Alternate Number			
How Did You Hear About Us? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> Current Employee _____ <input type="checkbox"/> Other _____			

Are you legally eligible to work in the United States? YES NO

(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18 years? YES NO

(If no, you may be required to provide authorization)

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)* YES NO

Have you ever applied to TRANSITIONS INDUSTRIES, INC. before? *(If yes, please give date.)* YES NO

Have you ever worked for TRANSITIONS INDUSTRIES, INC. before? *(If yes, please give date.)* YES NO

Have you ever been convicted of a felony? *(A conviction will not necessarily disqualify you.)* YES NO

If yes, please explain: _____

Do you have a valid driver's license?*(For driving positions only.)* YES NO

Have you been convicted of any moving violations in the past five years? YES NO

If yes, please explain: _____

Is anyone related to you employed by TRANSITIONS INDUSTRIES, INC.?
If yes, please give their name and relationship to you. _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? YES NO

If yes, please explain. _____

On what date would you be available to work? _____

Days and Hours Available: (If employed, I will notify my supervisor in writing, should my availability change.)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES [] NO []

Please give dates and explanation:

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at TRANSITIONS INDUSTRIES, INC.)

Company Name:	Employment Dates: From To	Salary: Start End	Name and Title of Supervisor:
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Address:			\$	\$	
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	Describe your duties:				
Phone:					

Reason for leaving and explanation:

Company Name:	Employment Dates: From To	Salary: Start End	Name and Title of Supervisor:
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Address:			\$	\$	
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	Describe your duties:				
Phone:					

Reason for leaving and explanation:

Company Name:	Employment Dates: From To	Salary: Start End	Name and Title of Supervisor:
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Address:			\$	\$	
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	Describe your duties:				
Phone:					

Reason for leaving and explanation:

Company Name:	Employment Dates: From To	Salary: Start End	Name and Title of Supervisor:
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Address:			\$	\$	
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	Describe your duties:				
Phone:					

Reason for leaving and explanation:

Please provide any other information that you feel will help us in considering your application for employment.
REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

Name	Address	Phone Number	Relationship/Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by TRANSITIONS INDUSTRIES, INC. (hereinafter referred to as "TRANSITIONS INDUSTRIES, INC.") that such employment with TRANSITIONS INDUSTRIES, INC. is at will, for no specified duration and may be terminated by either TRANSITIONS INDUSTRIES, INC. or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of TRANSITIONS INDUSTRIES, INC. or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of TRANSITIONS INDUSTRIES, INC. except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the CEO of TRANSITIONS INDUSTRIES, INC.

In consideration for employment with TRANSITIONS INDUSTRIES, INC., if employed, I agree to conform to the rules, regulations, policies and procedures of TRANSITIONS INDUSTRIES, INC. at all times and understand that such obedience is a condition of employment. I understand that due to the nature of TRANSITIONS INDUSTRIES, INC. business, attendance and punctuality are considered essential requirements of every job at TRANSITIONS INDUSTRIES, INC. and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with TRANSITIONS INDUSTRIES, INC., I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests, background checks and/or references could result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to TRANSITIONS INDUSTRIES, INC. and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application. This application is valid for 60 days from the date signed.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

 Signature Date

Name and number of person completing this form if other than applicant: _____

TRANSITIONS INDUSTRIES, INC. IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.



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Employee Background Check Permission Form

Pre or Post Employment Inquiry Release:

In connection with my application for or continued employment (including contract for services) I understand that investigative background inquiries are to be made on myself including one or all of the following background searches: Credit report, criminal record, driving record, social security number verification, workers compensation claim search (including claims involving me in the files of insurance companies), education verification, and references from current and previous employers (including my length of employment, position with the employer and my salary information). I further understand that Transitions may request information from various Federal and State agencies, as well as private companies.

I authorize, without reservation any contact of these employers or agencies to furnish the above mentioned information (current or previous).

I hereby consent to Transitions Industries, Inc. obtaining the above information from Employee Check and/or any of their employees. I hereby agree not to file any type of lawsuit arising from the information obtained from this background search (including any errors that may arise) or their employees.

I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

Name Last _____ First _____ Middle _____

Social Security # _____

Date of Birth _____ Drivers License _____ (State Issued) _____

Current Address _____ City _____ State _____

Applicant's Signature _____ Date _____

Prospective Employer: Transitions Industries, Inc.

Employer's Representative: Pamela Gilbreath Date _____

Employer's phone # (806) 698-6200 Employer's Fax (806) 795-4745

Employer's Email: reg@tlcunit.com

OFFICE USE ONLY: Background Checks Requested

Criminal Check Credit Report SSN Verification Driving record
 Worker's Compensation claim search Education Verification (please include application for employment)
 Previous Employer Verification (please include application for employment)