



Trantex | Centerline | Florida Transcor

INSTRUCTIONS:

PLEASE COMPLETE IN FULL, USE INK AND PRINT LEGIBLY. Answers provided must be true and complete to the best of your knowledge. Ensure that you have read and signed the acknowledgment.

This application is not intended to be a contract of employment.

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

POSITION APPLYING FOR:

Job Title:

Date Available:

PERSONAL DATA

Name: Last First Middle Maiden

Permanent Address: Street City State Zip Code

Mailing Address: (if different from above)

Phone Cell Alternate Email:

Are you legally eligible to work in the United States? Yes No
Can you submit proof of legal employment authorization & Identity? Yes No
Have you ever been convicted of a Felony? Yes No

If yes, nature and date of offense:

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

If No, please explain:

Have you ever been discharged or requested to resign? Yes No

If Yes, please explain:

Have you ever been in the Armed Forces Yes No

Specialty: Date Entered: Discharge Date:

EDUCATION AND TRAINING

	Name & location of institution	Number of yrs completed	Field of Study	Grade/Diploma/Degree & year completed**
High School/GED				
Commercial, Trade or Technical Training				
Undergraduate College/University				
Graduate/ Professional				
Other Continuing Education				

Professional Qualifications/ Memberships/Licenses ** if applicable: _____

** Please provide a copy of the most recent transcript, certificate, and relevant documents.

SPECIALIZED SKILLS

A. Office & Computer PC Mac iPad iPhone/Smartphone Microsoft Office

Adobe Design Software Management/Sales Other _____

B. Language(s): Spoken: _____ Written: _____

C. Technical: _____

D. Trades/Skills: _____

E. If you are applying for a position requiring a Driver's License, please complete the following:

Do you have a valid driver's license? Yes No Class: _____ State: _____

Moving violations or accidents in the past 3 years? Yes No if yes, please describe:

PREVIOUS EMPLOYMENT (begin with most recent)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor	Reason for Leaving:
Period Employed:	Starting & Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor	Reason for Leaving:
Period Employed:	Starting & Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor	Reason for Leaving:
Period Employed:	Starting & Final Salary:

Duties:

Please attach additional sheets as necessary to encompass the prior 5 years; please explain gaps in employment. Note: a Resume does not substitute for this section

OTHER

Please use this space below to elaborate any additional relevant skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any new/different information that you feel should be considered.

If you wish to attach your resume, please do so and indicate here: ATTACHED

REFERENCES

List three individuals, at least 21 years of age or older and not considered relatives or personal friends, who observed or experienced first hand your work style, habits and performance. Examples might include a coordinator of your volunteer efforts, college professor, pastor/faith community leader, or former coworker.

Name	Company	Position	Phone/Email or Address
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1. _____

2. _____

3. _____

May we contact.....

Your Present Employer? Yes No if No, please clarify below:

Your Previous Employers? Yes No if No, please clarify below:

Explanation: _____

If you prefer to attach a separate document providing this information, please indicate above.

Acknowledgment and Declaration:

I certify that I have personally completed this application. I understand and agree that Transline Payroll may at any time seek verification of the above and further information in considering my suitability for the current, or any future, position. I hereby request and authorize anyone approached by Transline Payroll its employees and/or agents, to provide them with any and all information requested to the best of their ability. I hereby release Transline Payroll its employees and agents, and anyone providing information pursuant to a request from Transline Payroll to provide information about me, from any and all claims whatsoever which may arise as a result of the release of such information. I understand and agree that any omission, false or misleading statement may disqualify me from employment, or result in dismissal. A photographic copy of this authorization shall be as valid as the original. I understand the nature of the position for which I am applying and certify that I am able to perform its essential functions as outlined. I understand that employment is at will and Transline Payroll may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. I understand that as a condition of my continued employment at Transline Payroll may, from time to time, require me to submit specimens of blood, urine, and other bodily fluids for testing to determine the presence of alcohol and/or controlled substances. I understand that if offered a position with Transline Payroll, I may be required to submit to a pre-employment examination, drug screening and background check as a condition of employment. I understand results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment checks may result in withdrawal of any employment offer or termination of employment

DATE

APPLICANT SIGNATURE

Transline Payroll is committed to the principles of Equal Employment Opportunity and welcomes applications from all qualified candidates. Transline Payroll adheres to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability unrelated to job performance. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS APPLICATION AND
FOR YOUR INTEREST IN TRANSLINE PAYROLL**

