



3922 CATERRA COURT • TAVARES, FL • 32778
PHONE: 352.343.7533 • FAX: 352.343.6735

Application for Employment

Instructions: Answer all questions accurately and completely. All statements are subject to investigation. Exaggerated, false, misleading statements are cause for rejection. Please print clearly. Attach any document, commendations, etc. you feel will help in the evaluation.

Date: _____

Position Applied For: _____

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____

Home Phone: _____ Other Phone Number: _____

Valid Driver's License Number: _____ State: _____

Education

School Name & Location	Years Attended	Did you graduate?	Degree/Certificate Received	Major Field of Study

Employment Record

List all jobs held in the last three years plus other employment as it relates to the position for which you are applying. Major changes in duties or job titles with the same employer should be listed as separate jobs. Start with your most recent employment and work back.

May we contact your present employer regarding your record of employment?

Yes No

Present or Most Recent Employment: _____

Hire Date: _____ End Date: _____

Your Job Title: _____

Supervisor's Name/ Title: _____

Telephone Number: _____ City/ State: _____

Reason for Leaving: _____

Duties: _____

Previous Employment: _____

Hire Date: _____ End Date: _____

Your Job Title: _____

Supervisor's Name/ Title: _____

Telephone Number: _____ City/ State: _____

Reason for Leaving: _____

Duties: _____

Previous Employment: _____

Hire Date: _____ End Date: _____

Your Job Title: _____

Supervisor's Name/ Title: _____

Telephone Number: _____ City/ State: _____

Reason for Leaving: _____

Duties: _____

References

List three personal references:

1) Name: _____ Telephone: _____

2) Name: _____ Telephone: _____

3) Name: _____ Telephone: _____

Personal Query

1) Have you ever been employed by the toner industry? Yes No

2) Have you ever been convicted of any criminal offense, pleaded guilty, or been found guilty of any criminal offense even though adjudication was withheld or sentence was suspended?
 Yes No

(Note: A "yes" response to this question does not automatically disqualify you for employment.)

Applicant Certification – Read carefully before signing: I hereby certify that I have a sincere interest in obtaining this position and that each answer to questions herein and all other information otherwise furnished is true and correct.

I understand that any incorrect, incomplete, or false statements of information furnished may subject me to disqualification or discharge at any time.

Signature of Applicant: _____
(Not necessary if submitting via email)

Date: _____

Please verify that the information in this form is correct.

Applications can be sent via email, mail, fax or dropped off between 8 A.M. and 5.P.M.

If you're having trouble submitting your application, save and send it to InsideSales@TonerRefillKits.com