



## Industrial Technical Services Inc

251 Union Street, Westfield, MA 01085

# Application for Employment

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Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

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(PLEASE PRINT)

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Applied For \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

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Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Cell Number ( ) \_\_\_\_\_

Social Security # \_\_\_\_\_ Email \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Are you over 18 years or older?  Yes  No If no, list date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever filed an application with us before?  Yes  No

If yes, please give date \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, please give date \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you looking for full-time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

Are you available to work on weekends and/or holidays?  Yes  No

When will you be available to begin work? \_\_\_\_\_

Can you travel if a certain job requires it?  Yes  No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes  No

If yes, please describe conditions. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Education**

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

**Military Experience**

Did you serve in the U.S. Armed Forces?  Yes  No

If yes, in what Branch? \_\_\_\_\_

Please list any military experience including any job-related training, medals, or awards.

\_\_\_\_\_  
\_\_\_\_\_

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional Licenses, Certifications, or Registrations:**

Type: \_\_\_\_\_

Number: \_\_\_\_\_

Issuing Agency: \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type: \_\_\_\_\_

Number: \_\_\_\_\_

Issuing Agency: \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Employment History (Start with most recent employer)**

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Applicant's Statement**

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR EMPLOYER USE ONLY**

Arrange Interview  Yes  No Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Employ?  Yes  No Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Starting Pay \_\_\_\_\_

Notes

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