



# TELNET

## Application for Employment

1175 W. Long Lake Road, Suite 101, Troy, Michigan 48098

Fax 248.485.1050

*TelNet Worldwide, Inc. is an Equal Opportunity Employer and does not discriminate against any applicant on the basis of any characteristic that is protected by Local, State or Federal law.*

### Personal Data

Social Security Number _____		Date _____
Name _____		
(Last)	<i>Print full legal name as it appears on your social security card</i>	(First) _____ (Middle) _____
Other name/s you have used and/or been know by: _____		

Current Address \_\_\_\_\_

\_\_\_\_\_

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

Last Address \_\_\_\_\_

\_\_\_\_\_

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

Telephone Number/s Business ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Residence ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Do you have a legal right to work in the U.S.?  Yes  No  
*Please note: Evidence of right to work in the United States is required and must be presented upon employment.*

### Position Requested

Indicate the position for which you are applying: \_\_\_\_\_

Date Available: \_\_\_\_\_ Are you at least 18 years of age?  Yes  No

Are you currently bound by the provisions of a non-competition, confidentiality, or trade secret agreement?  
 Yes  No

Desired Salary: \$ \_\_\_\_\_ Do you desire:  Full-time, or  Part-time work?  
 (check one)  Other \_\_\_\_\_

## Relevant Job Skills

List computer software in which you are **proficient**:

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List computer software in which you **are familiar**, but not proficient:

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List equipment you can operate (related to the position/s for which you are applying):

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## Driving History

Drivers License Number and State \_\_\_\_\_ Type/Class \_\_\_\_\_ Valid?  Yes  No

Have you had a suspension or probation of your license?  Yes  No

List fields of work for which you are licensed, registered, or certified, giving date(s) and source(s) for issuance:

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## Educational Data

Fill in information for highest grade completed:

School	Name and Address of each Institution Attended	Type of Degree Received	Date Degree Received	Major or Type of Course
High School				
Vocational School				
College or University				
Graduate School				
Other				

## Military Experience

Were you in the U.S. Armed Forces?  Yes  No If yes, what branch? \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at Separation: \_\_\_\_\_

Briefly describe your military duties or training *if relevant* to the position for which you are applying:

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## General Information

Have you ever been convicted, plead guilty, pled nolo contendere, or forfeited bond to a violation of any Federal, State, County or Municipal law, regulation or ordinance, other than a minor traffic violation?  Yes  No

If yes, please list the date and place of the offense, charge and disposition. Include any court materials while in Military service. *(The existence of a criminal record does not constitute an automatic bar to employment at TelNet Worldwide, Inc.)*

## Employment Record

Please complete all blocks, even if a resume is attached - current employer first

Company Name	Telephone (    )
Address	Employed - (Month & Year) From                  To
Name of Supervisor	Title of Supervisor
Your Job Title	Salary Start                  Ending
Job Responsibilities and Equipment used:	Reason for Leaving
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name	Telephone (    )
Address	Employed - (Month & Year) From                  To
Name of Supervisor	Title of Supervisor
Your Job Title	Salary Start                  Ending
Job Responsibilities and Equipment used:	Reason for Leaving
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name	Telephone (    )
Address	Employed - (Month & Year) From                  To
Name of Supervisor	Title of Supervisor
Your Job Title	Salary Start                  Ending
Job Responsibilities and Equipment used:	Reason for Leaving
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Employment Record** (cont.) Please complete **all** blocks, even if a resume is attached - current employer first

Company Name	Telephone ( )
Address	Employed - (Month & Year) From To
Name of Supervisor Title of Supervisor	Salary Start Ending
Your Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Responsibilities and Equipment used:	Reason for Leaving
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name	Telephone ( )
Address	Employed - (Month & Year) From To
Name of Supervisor Title of Supervisor	Salary Start Ending
Your Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Responsibilities and Equipment used:	Reason for Leaving
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name	Telephone ( )
Address	Employed - (Month & Year) From To
Name of Supervisor Title of Supervisor	Salary Start Ending
Your Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Responsibilities and Equipment used:	Reason for Leaving
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name	Telephone ( )
Address	Employed - (Month & Year) From To
Name of Supervisor Title of Supervisor	Salary Start Ending
Your Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Responsibilities and Equipment used:	Reason for Leaving
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

**References** (personal or professional)

Name	Address	City	State	Zip	Telephone (Daytime)
1)					( )
2)					( )
3)					( )
4)					( )

**Additional Information:** Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc.

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**Please read the following statements carefully:**

**Note:** This application form was designed for use by persons applying for various types of positions — clerical, professional, technical, administrative, and other. Resumes may be attached; however a resume may not be substituted for this application form and this application form must be completed in its entirety, or it may be rejected. Please answer all questions to the best of your ability. Applicants must be able to document U.S. Citizenship or eligibility for employment if hired.

**I certify** that all of the statements in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I authorize Telnet Worldwide, Inc. or its designee to investigate all statements and information provided on this application or attached thereto. I understand that false information or the omission of relevant information may be grounds for rejection of my application and/or dismissal if employed. I release from all liability and agree to hold harmless, all former employers, references, and persons providing information about my experience, education and abilities.

During the application process or at any time during the tenure of your employment with Telnet Worldwide, Inc., I hereby authorize ChoicePoint Services Inc., on behalf of Telnet Worldwide, Inc. to procure a consumer report (also known as a background check), which I understand may include information regarding my character, general reputation personal characteristics, or mode of living. This report may be compiled with information from court record repositories, departments of motor vehicles, past or present employers educational institutions, governmental occupational licensing or registration entities, business or personal references and any other source required to verify information that I have voluntarily supplied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for your interest in TelNet Worldwide, Inc. It is our goal to strive for excellence and to find the best qualified people available. Although everyone who applies cannot be hired, your application will be given every consideration. Applications are kept on active file for two years unless updated by the applicant.

**Equal Opportunity Employer**