



Pay-Tech, Inc. Employment Application

This application is not an employment contract, but is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. Once a job offer is made, employment may be contingent upon a successful completion of a medical examination. Which may include providing body substance samples.

Position Desired		Date Available	Wage/Salary Desired
Type of Employment Desired	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
Are you available to work	Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Personal Data			
First Name	Middle	Last	
Day Time Phone	Evening Phone	Social Security Number	
Current Street Address			
City / State / Zip			
Are you at least 18 years of age?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOTE: Proof of employment eligibility is required under immigration regulations.			
Have you ever been employed by any Pay-Tech, Inc. Company?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, indicate name if company, location and dates:			
Education			
Type of School	School Name & Location	Major	Degree, Diploma, Certificate Awarded or Credit Earned
Grammar			
High School (or G.E.D.)			
College or University			
Business, Technical or Professional			
Other Applicable Course Work			
Job Related Skills (Please answer the following if the position you are applying for requires driving a motor vehicle)			
Do you have a valid license?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Driver's License number and State of Issue:			
Have you been convicted of or pled guilty to any traffic related offense within the past five years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list all states from which you hold or have held a driver's license.			
Please list any special skills you may have that relate to the position applied for.			

Please list the names and addresses of three professional references – persons NOT related to you.

- 1)
- 2)
- 3)

Employment History – Please list below your last three employers, beginning with the most recent

Company	May we contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address			
City / State / Zip	Phone: ()		
Name and Title of Immediate Supervisor			
Your Title	Starting base wage	Final base wage	
Employed	From	To	
Duties and scope of responsibility			
Reason for leaving			

Company	May we contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address			
City / State / Zip	Phone: ()		
Name and Title of Immediate Supervisor			
Your Title	Starting base wage	Final base wage	
Employed	From	To	
Duties and scope of responsibility			
Reason for leaving			

Company	May we contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address			
City / State / Zip	Phone: ()		
Name and Title of Immediate Supervisor			
Your Title	Starting base wage	Final base wage	
Employed	From	To	
Duties and scope of responsibility			
Reason for leaving			

Applicant’s Certification Agreement

1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the Company from all liability which might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. I also understand and agree that I may resign or be terminated, with or without cause, and with or without notice, at any time.
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work, in order to comply with the Immigration Reform and Control Act of 1986.
5. As part of the qualification process, Pay-Tech may collect personal information from persons or companies other than you or other individuals proposed for coverage, including credit reports, loss information, motor vehicle reports and other background information. This information, as well as other personal or privileged information subsequently collected by us, may in certain circumstances be disclosed to third parties without your authorization. You have a right of access and correction with respect to all personal information we collect. If you would like more detailed information in writing about our information collection practices, please let us know.
6. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

Signature _____ Date _____