



## PRE-EMPLOYMENT APPLICATION

<b>PERSONAL INFORMATION</b> (PLEASE PRINT OR TYPE ALL INFORMATION)				DATE:
NAME: LAST	FIRST	M.I.	SOCIAL SECURITY NUMBER:	
CURRENT ADDRESS: NUMBER AND STREET NAME		CITY	STATE	ZIP CODE
HOME PHONE: ( )		CELL: ( )		
EMAIL ADDRESS:		WEBSITE/URL		
ARE YOU OF LEGAL AGE TO WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A MISDEAMEANOR OR ARE YOU ON BAIL PENDING TRIAL FOR A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LIST THE NATURE AND DATES OF THE CONVICTION, AND DATE OF RELEASE FROM PRISON:				

### EMPLOYMENT INTEREST

POSITION DESIRED:	SALARY DESIRED:
HOW DID YOU COME TO LEARN ABOUT TXO?	
<input type="checkbox"/> ADVERTISEMENT (PLEASE LIST SOURCE NAME) _____	
<input type="checkbox"/> EMPLOYMENT AGENCY (PLEASE LIST AGENCY NAME) _____	
<input type="checkbox"/> EMPLOYEE REFERRAL (PLEASE LIST EMPLOYEE NAME) _____	
<input type="checkbox"/> OTHER (PLEASE SPECIFY) _____	
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH TXO?	
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: DATE(S) _____ LOCATION: _____	
HAVE YOU PREVIOUSLY BEEN EMPLOYED BY TXO?	
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: DATE(S) _____ LOCATION: _____	
AVAILABLE TO WORK:	DAYS/HOURS AVAILABLE:
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	
DATE AVAILABLE:	PREFERRED WORK SCHEDULE:

### ADDITIONAL DATA

ARE YOU WILLING TO TRAVEL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, ANY RESTRICTIONS?
LIST PROFESSIONAL JOB RELATED LICENSES OR CERTIFICATIONS YOU HOLD (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, AGE OR DISABILITY):
WITH WHAT OFFICE EQUIPMENT, COMPUTER HARDWARE, SOFTWARE, OPERATING SYSTEMS, AND/OR DATA ENTRY DEVICES DO YOU HAVE EXPERIENCE?



**EMPLOYMENT HISTORY (CONT.)**

EMPLOYER:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS (STREET NO):	DATES EMPLOYED: FROM: _____ TO: _____
CITY/STATE/ZIP:	ANNUAL SALARY OR HOURLY RATE: STARTING: \$ _____ FINAL: \$ _____
TELEPHONE: ( )	POSITION:
SUPERVISOR:	RESPONSIBILITIES:
REASON FOR LEAVING:	
EMPLOYER:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS (STREET NO):	DATES EMPLOYED: FROM: _____ TO: _____
CITY/STATE/ZIP:	ANNUAL SALARY OR HOURLY RATE: STARTING: \$ _____ FINAL: \$ _____
TELEPHONE: ( )	POSITION:
SUPERVISOR:	RESPONSIBILITIES:
REASON FOR LEAVING:	
EMPLOYER:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS (STREET NO):	DATES EMPLOYED: FROM: _____ TO: _____
CITY/STATE/ZIP:	ANNUAL SALARY OR HOURLY RATE: STARTING: \$ _____ FINAL: \$ _____
TELEPHONE: ( )	POSITION:
SUPERVISOR:	RESPONSIBILITIES:
REASON FOR LEAVING:	
STATE WHETHER YOU HAVE EVER BEEN TERMINATED OR SUSPENDED FROM ANY PREVIOUS EMPLOYMENT AND DESCRIBE THE CIRCUMSTANCES:	
_____	
_____	
_____	

IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.

**EMPLOYMENT CONDITIONS** (READ CAREFULLY BEFORE SIGNING)

I certify that the answers given herein are true and complete to the best of my knowledge. I agree that any misrepresentation, false statement, or omission made by me with respect to the information contained in this application, employment verification form, or interview(s) shall be sufficient cause to disqualify me from consideration, or if hired to terminate my employment.

I understand that I am required to abide by all the rules and regulations of the Company and in consideration of my employment, I agree to conform to the rules and regulations of the Company.

I understand that nothing contained in the pre-employment application or in the granting of an interview is intended to create an employment agreement. No promise regarding employment has been made to me.

I understand that if I am employed, my employment is for no definite period of time, and may, regardless of the payment of my wages, be terminated at any time without any previous notice or stated reason, and I accept these conditions.

I also authorize you to solicit reports from previous employers, credit bureaus, motor vehicle departments, schools, personal, other references, and law enforcement agencies (if I have been convicted of a felony or am currently on bail). No effort will be made to contact my present employer unless I have so authorized by initialing the following: \_\_\_\_\_.

I further recognize that employment is subject to:

- your receiving satisfactory reports from all references solicited,
- possession of a valid drivers' license for the duration of employment with the Company (for job classifications requiring vehicle rental),
- personal credit rating sufficient to qualify for the Company credit card or possession of a personal credit card to accommodate potential business and travel expenses.

I also recognize that I will be required to complete an I-9 Form and sign an employment agreement, if employment is offered.

I UNDERSTAND THAT the completion of this pre-employment application does not indicate there are open positions and does not obligate the Company in any way.

It is understood that if, after I have submitted this application to the Company, any changes occur which effect the accuracy of the information entered herein, it shall be my responsibility to inform the Company of such changes prior to accepting employment.

I further understand that this pre-employment application will be retained for active consideration for sixty (60) days from date submitted; however, I may reactivate my application for additional sixty (60) day periods upon proper notification to the Company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date