



TEXOMA AREA PARARANSIT SYSTEMS, INC.
 6104 Texoma Pkwy, Sherman, TX. 75090
 903-893-4601, 800-256-0911, FAX 903-893-4766

APPLICATION FOR EMPLOYMENT

PRINT OR TYPE IN BLACK OR BLUE INK: These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure sign to when completed. TAPS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Resumes will not be accepted in lieu of application, but may accompany a completed application. **Application must be signed.**

With few exceptions, you have the right to request and be informed about information that TAPS collects about you. You are entitled received and review the information upon request. You also have the right to ask TAPS to correct any information that is determined to be incorrect.

NAME: _____ Social Security No. _____
(Last) (First) (Middle) (First)

MAILING ADDRESS: _____
(Street) (City) (State) (Zip)

PHYSICAL ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE NO: _____ CELL Phone No: _____ Other No: _____

EMAIL ADDRESS: _____

List any other names uses if different from name on this application _____

List exact title of position of type of work and location of job: _____

Job posting Number and Closing Date (if applicable): _____

Do you have any relative's working for TAPS? If SO, please list names: _____

Who Referred you to TAPS: _____

Full-Time _____ Part-Time _____ Date available for work? _____

Hours available for work? _____ Available to work Saturday and Sunday? Yes _____ No _____

Are you willing to Travel? Yes _____ No _____ If yes, what percent of time? _____

Current Drivers License # _____ State Issued _____ Expiration Date _____

Commercial Driver's License? Yes _____ No _____ If yes, A-CDL _____ B-CDL _____ C-CDL _____ Endorcements _____

Are you at least 17 years of age? Yes _____ No _____

Geographic Preference, Be specific to city/area: _____

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? Yes _____ No _____

If your answer is "Yes" explain in concise detail on a separate sheet of paper, giving the date and nature of the offense, and name the location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will. You may be Required to provide additional information related to convictions of misdemeanors.

Type of School	Name and Location of School	Dates Attended	Graduated Yes / No	Date Graduated	Type of Diploma	Major Field of Study
High School						
College or University						
Graduate School						
Technical , Vocational or Business School						

Special Training, Skills and/or qualifications: List all related training or skills you possess and machines or office equipment you can use, such as; calculators, printing or graphics equipment, computer equipment, types of software or hardware.

How many Words per Minutes do you Type? _____ What is your Data Entry Keystrokes? _____

Do you speak English? Yes _____ No _____ Can you read English? Yes _____ No _____

Do you speak any other languages? Yes _____ No _____ Please List all: _____

Do you write any other languages? Yes _____ No _____ How fluently? _____

Can you Communicate in Sign Language? Yes _____ No _____ Are you a certified Interpreter? Yes _____ No _____

Have you ever been employed by TAPS before? Yes _____ No _____ If so, when _____

Are you a Veteran? Yes _____ No _____ If yes, list type of discharge status: _____

Are you active Military? Yes _____ No _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING THE SPACE PROVIDED

1. I understand that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, terminated.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that TAPS will check with the Texas Department of Public Safety and perform a Criminal Background check on me prior to my employment.
4. I authorize any persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

APPLICANT PLEASE SIGN HERE: _____ **DATE:** _____

EMPLOYMENT HISTORY

This information will be the official record of you employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include the past 10 years and any other relevant experience. Begin with most current or last position and work back.
2. Employment history should include **each position** held, even those with the same employer.
3. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
4. Give a brief summary of technical and, if appropriate, the managerial responsibilities of each position.
5. For supervisory / managerial positions, indicate the number of employees you supervised.

Employer	Mailing Address, City State, Zip	Phone Number	Employed From	Employed to	Supervisor Name
Job Title	Specific Job Duties	Reason for leaving	Starting Salary	Ending Salary	Contact #
Employer	Mailing Address, City State, Zip	Phone Number	Employed From	Employed to	Supervisor Name
Job Title	Specific Job Duties	Reason for leaving	Starting Salary	Ending Salary	Contact #
Employer	Mailing Address, City State, Zip	Phone Number	Employed From	Employed to	Supervisor Name
Job Title	Specific Job Duties	Reason for leaving	Starting Salary	Ending Salary	Contact #
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