

# TAPCO, INC

3615 Kennesaw N Ind Pkwy  
 Kennesaw, GA 30144  
 Phone: (770) 425-1280 Fax: (770) 425-1510



## Employment Application

TAPCO is a drug-free workplace. Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, sexual orientation, national origin, age, or the presence of a non-job-related handicap. Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. False statements on this application shall be considered sufficient cause for termination.

APPLICANT INFORMATION			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary ***
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Would you consent to a drug test?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Are there any physical, mental, or sensory limitations or disabilities to assist us in placement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
How did you hear about TAPCO and/or this position?			
<input type="checkbox"/> Monster.com <input type="checkbox"/> Monstertrak.com <input type="checkbox"/> TAPCO.com website <input type="checkbox"/> Job posting at KSU <input type="checkbox"/> Friend referred me. Friend's name: <input type="checkbox"/> Other:			

EDUCATION			
<b>High School</b>		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
<b>College</b>		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
<b>Other</b>		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

**PREVIOUS EMPLOYMENT**

<b>Company</b>		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I swear all statements in this application are true and correct and if any information submitted is false it shall be cause for dismissal. I have been advised that you may cause an investigative report to be prepared on all information contained herein, and I hereby consent thereto. I understand permanent employment may be contingent upon receipt of Alien Registration Number, verification of date of birth and any other pertinent information bearing upon my continued employment. I have been advised and understand I have the right to request a disclosure in writing of the nature and scope of the investigation.

Signature	Date
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