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**Touchstone Services, INC.**  
**APPLICANT INSTRUCTIONS**

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Thank you for your interest in employment with our Company. We appreciate your application and look forward to the possibility of you joining our team. This sheet is for your information; please read it carefully.

If you need any assistance or accommodation to complete this form or during any of the application process, please notify the person who gave you this form and every effort will be made to provide you with the help you request.

Please print all information so it can be easily read. Be certain that all questions are **completely** answered. Incomplete applications will not be considered. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you.

This application form is intended for use in evaluating your qualifications for employment. This is not a contract for employment. False or misleading information given in this form or during the interviewing process are grounds for terminating the application process or, if discovered after employment, for terminating employment. A background check and/or consumer report may be requested by the Company.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, and work experience. Credentials and experience will be verified through schools, former employers, and any other applicable sources. As an Equal Opportunity Employer, we make decisions to hire and promote without regard to race, color, age, religion, sex, national origin or ancestry, disability or physical condition, parental status, sexual orientation, gender identity, marital status, level of income, or other legally protected status.

You should understand that the position for which you are applying is considered at-will, which means that either you or the company can terminate employment for any reason or no reason at any time. No one except the company president has the authority to amend this agreement.

**Our business is a subscriber to Workers' Compensation of Texas.**

We appreciate your interest.

I have read and understood the above information.

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Applicant Printed Name

Signature

Date

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## APPLICATION FOR EMPLOYMENT

(Please Print)

Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (Middle): \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever worked for **Touchstone Services, Inc.**?  Yes  No

If so, when? \_\_\_\_\_

How did you learn about us?

Advertisement  Friend  Walk-In  Relative  Other: \_\_\_\_\_

Please list the names of any relatives or friends employed by **Touchstone Services, Inc** \_\_\_\_\_

Are you over 18 years of age?  Yes  No

Did you receive a copy of the job description for the position?  Yes  No

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

If yes, please describe (*answering is voluntary and any answers will be kept confidential*). \_\_\_\_\_

Are you currently employed?  Yes  No

Are you legally authorized to work in the United States?  Yes  No

*Proof of identity and work authorization will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Availability:  Full-Time  Part-Time  Shift Work  Temporary

Can you travel if a job requires it?  Yes  No

Have you ever been convicted or pled guilty or no contest to a felony offense?  Yes  No

For purposes of employment with **Touchstone Services, Inc.**, "convictions" include, but are not limited to, sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication), and court-ordered restitution.

City/State: \_\_\_\_\_ Charge: \_\_\_\_\_

\*Please explain. \_\_\_\_\_

*\*Conviction of a felony will not necessarily bar you from employment.*

## **EDUCATION**

\_\_\_\_\_  
City/State: \_\_\_\_\_  
Degree: \_\_\_\_\_

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### **COLLEGE:**

Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Did you graduate?  Yes  No Degree/Major: \_\_\_\_\_

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### **OTHER:**

Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Did you graduate?  Yes  No Degree/Major: \_\_\_\_\_

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Current Certifications/Licenses Held: \_\_\_\_\_

## **EMPLOYMENT HISTORY**

**(last 10 years-attach additional sheets if necessary)**

Start with your present or last job. You may also include any activities which you believe demonstrate your qualifications for the position applied. "See Resume" is not acceptable.

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### **CURRENT OR MOST RECENT EMPLOYER:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_  
May we contact your current or most recent employer for a reference?  Yes  No

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### **NEXT PREVIOUS EMPLOYER:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_  
May we contact your previous employer for a reference?  Yes  No

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### **NEXT PREVIOUS EMPLOYER:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_  
May we contact your previous employer for a reference?  Yes  No

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Complete the following information only if applying for a position that requires use of a vehicle while conducting company business. If hired, your information will be verified with a Motor Vehicle Report.

Do you have a valid driver's license?  YES  NO

### **REFERENCES**

Name only those persons who are familiar with your work capabilities. Do not list relatives.

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Position: \_\_\_\_\_ Years Known: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Position: \_\_\_\_\_ Years Known: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Position: \_\_\_\_\_ Years Known: \_\_\_\_\_

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I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that I may be required to successfully complete a pre-employment physical examination conducted by an Employer-authorized physician and that I may be required to successfully pass a pre-employment drug/alcohol screening after I accept a conditional offer of employment.

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Applicant Printed Name

Signature

Date