



**APPLICATION FOR EMPLOYMENT**

We are an "at-will," equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion, disability, medical condition, national origin, marital status, or any other unlawful basis.

All questions pertaining to any of these categories are collected solely for the purposes of EEO & AAP Reporting.

| PERSONAL INFORMATION  |   |   |                             |
|---|---|---|-----------------------------|
| NAME (Last, First, Middle)  | HOME PHONE  | OTHER PHONE   | EMAIL ADDRESS               |
| STREET ADDRESS  | CITY  | STATE   | ZIP CODE                    |
| DOB:  | GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | VETERAN: <input type="checkbox"/> YES <input type="checkbox"/> NO |                             |
| RACE/ETHNICITY: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Two or More Races |   |   |                             |
| Have you ever been employed or attended school under another name?<br>If yes, please provide other name(s):   |   | <input type="checkbox"/> YES                                      | <input type="checkbox"/> NO |
| If hired, can you provide evidence of your identity and eligibility to work in this country?  |   | <input type="checkbox"/> YES                                      | <input type="checkbox"/> NO |
| If hired, would you have a reliable means of transportation to and from work?   |   | <input type="checkbox"/> YES                                      | <input type="checkbox"/> NO |

| POSITION INFORMATION   |                              |  |
|--|------------------------------|--|
| POSITION DESIRED   | DATE AVAILABLE TO BEGIN WORK | SALARY DESIRED   |
| EMPLOYMENT DESIRED<br><input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Special Project (Seasonal work or other)<br>If you are applying for part-time or special project work, please describe your availability. _____ |                              |  |
| Have you ever applied to this organization before?<br>If yes, when?  |                              | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?   |                              | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Would you be available to work overtime if necessary?  |                              | <input type="checkbox"/> YES <input type="checkbox"/> NO |

| EDUCATION  |                |                |       |                 |                                  |
|--|----------------|----------------|-------|-----------------|----------------------------------|
|  | Name of School | City and State | Dates | Level Completed | Degree / Diploma / Certification |
| High School  |                |                |       | 9 10 11 12      |                                  |
| College  |                |                |       | 1 2 3 4         |                                  |
| College  |                |                |       | 1 2 3 4         |                                  |
| Vocational Training  |                |                |       |                 |                                  |
| Describe below how your educational experiences relate to the position for which you are applying at US Tower. |                |                |       |                 |                                  |

## SKILLS

Please check any boxes corresponding to skills you possess

- Typing WPM \_\_\_\_\_  
 10 key by:  Touch  Sight  
 (circle) Computer \*  
 Bilingual \_\_\_\_\_  
 Other \_\_\_\_\_

- Switchboard \*  
 Word Processing \*  
 Spreadsheet \*

\* Name the specific software/equipment used

Do you have any other experience, training, qualifications, accomplishments or skills which you feel make you especially suited for the position? If so, please explain.

**FORMER EMPLOYERS** List below your employment history for the past 10 years, or your last three employers or period of unemployment, (whichever is greater) starting with the most recent position. You may attach an extra sheet of paper if more room is needed.

|                              |                |                              |                               |
|------------------------------|----------------|------------------------------|-------------------------------|
| Name and Address of Employer |                | Telephone Number             | Dates of Employment (From/To) |
| Job Title                    | Salary History | Name of Immediate Supervisor |                               |
| Describe your Job Duties     |                | Reason for Leaving           |                               |

|                              |                |                              |                               |
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|                              |                |                              |                               |
|------------------------------|----------------|------------------------------|-------------------------------|
| Name and Address of Employer |                | Telephone Number             | Dates of Employment (From/To) |
| Job Title                    | Salary History | Name of Immediate Supervisor |                               |
| Describe your Job Duties     |                | Reason for Leaving           |                               |

Have you ever been terminated from employment for a reason other than a layoff?  YES  NO

May we contact your current employer?  YES  NO

Is there a criminal conviction (misdemeanor or felony) on your record?  YES  NO

Date of conviction \_\_\_\_\_

If yes, please describe. Conviction does not automatically exclude you from consideration. US Tower will consider whether the offense is relevant to the position for which you have applied.

| REFERENCES: Please list three professional references (exclude relatives) who have knowledge of your work performance. |              |            |                            |
|--|--------------|------------|----------------------------|
| Name   | Phone Number | Occupation | Number of Years Acquainted |
|  |              |            |                            |
|  |              |            |                            |
|  |              |            |                            |

**PLEASE READ AND SIGN BELOW.** Applications that have not been signed will be considered incomplete and will not be accepted.

I certify that all information submitted on this application is true and complete. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any falsification, omission, or misrepresentation of material facts may constitute grounds for rejection of this application or immediate dismissal from employment, if hired, regardless of the time elapsed before discovery of the omission or misstatement.

I authorize US Tower Corporation, and its representatives, to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment. I further authorize my former employers to disclose to US Tower Corporation any and all records and information regarding my work, and release the company, my former employers and all other persons or entities from any and all liability for issuing, receiving or using such information.

I agree that if employed, I will abide by US Tower Corporation's policies and procedures. Upon termination, I authorize the release of reference information regarding my work while employed at US Tower Corporation and release all employees, agents and representatives from any and all claims I may have as a result of such disclosure.

I understand that nothing contained in this application or conveyed during any interview, which may be granted, is intended to create a contract of employment. I understand that employment at US Tower Corporation is at-will, for no definite period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company. Agreements contrary to this policy may only be made in writing, signed by me and two of the company's directors.

I understand that offers of employment may be contingent on the applicant's ability to pass a job-related examination and/or a skills and agility test. Applications are only accepted for a current available positions. Applications will be considered current for a period of 60 days.

I accept the employer's right to enter into an Alternative Dispute Resolution Procedure to resolve employment disputes.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

|           |                  |
|-----------|------------------|
| Drug Test | Background Check |
|           |                  |



EMPLOYMENT BACKGROUND REVIEW

**Do Not Write Below This Line. For Office Use Only!**

| Employer Reference Checks |              |                |          |
|---------------------------|--------------|----------------|----------|
| Former Employer           | Phone Number | Contact Person | Response |
|                           |              |                |          |
|                           |              |                |          |
|                           |              |                |          |
|                           |              |                |          |

| Individual Reference Checks |              |                |          |
|-----------------------------|--------------|----------------|----------|
| Reference Individual        | Phone Number | Contact Person | Response |
|                             |              |                |          |
|                             |              |                |          |
|                             |              |                |          |
|                             |              |                |          |

| Approvals       |                    |
|-----------------|--------------------|
| General Manager | Supervisor/Foreman |
| Date            | Date               |
| Department Head | Personnel          |
| Date            | Date               |

|   |              |                        |
|---|--------------|------------------------|
| Hired? <input type="checkbox"/> Yes <input type="checkbox"/> No | Position:    | Department:            |
| Starting Wage:  | Ending Wage: | Date Reported to Work: |