

Application for Employment

Door Controls Services, Inc.

**321 VZ County Road 4500
Ben Wheeler, Texas 75754
800-356-2025 Fax 903-833-5122**

Applications will be kept on file for 60 days.

P e r s o n a l	Last Name	First	Middle	Date
	Street Address			Home Telephone
	City	State	Zip	Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month & Year _____			
	Department Desired: (circle one) Install Service Sales Parts Rebuild Electronics Accounting Management General Office			Pay Expected
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____				Will you work overtime if asked?
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, explain: _____				When will you be available to begin work?

E d u c a t i o n	School / Training	Name & Location of School	Course of Study	# of Yrs	Did You Graduate?	Degree or Diploma?
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Degree <input type="checkbox"/> Diploma
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Degree <input type="checkbox"/> Diploma
	Business / Trade / Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Degree <input type="checkbox"/> Diploma
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Degree <input type="checkbox"/> Diploma

Certifications / Achievements

General Information

Would you sign a non-compete agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain: _____
Would you be available for 24 hr on-call if needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain: _____
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain: _____
How is your driving record? What is on your driving record? (If driving a company vehicle, records will be checked)
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you bondable? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain: _____
Have you served in the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in what branch?

W o r k H i s t o r y	1. Company Name	Telephone
	Address	Employed (State month & year) From _____ To _____
	Name of Supervisor	Weekly / Hourly Pay Start _____ Last _____
	State Job Title & Describe Your Work	Reason For Leaving
	2. Company Name	Telephone
	Address	Employed (State month & year) From _____ To _____
	Name of Supervisor	Weekly / Hourly Pay Start _____ Last _____
	State Job Title & Describe Your Work	Reason For Leaving

3. Company Name		Telephone
Address		Employed (State month & year) From _____ To _____
Name of Supervisor		Weekly / Hourly Pay Start _____ Last _____
State Job Title & Describe Your Work		Reason For Leaving
4. Company Name		Telephone
Address		Employed (State month & year) From _____ To _____
Name of Supervisor		Weekly / Hourly Pay Start _____ Last _____
State Job Title & Describe Your Work		Reason For Leaving
5. Company Name		Telephone
Address		Employed (State month & year) From _____ To _____
Name of Supervisor		Weekly / Hourly Pay Start _____ Last _____
State Job Title & Describe Your Work		Reason For Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	Reason	Employer No.

R e f e r e n c e s	Business	Contact	Phone Number
	1.		
	2.		
	3.		
	4.		
	5.		

P e r s o n a l	Name	Relation	Phone Number
	1.		
	2.		
	3.		
	4.		
	5.		

C o m p u t e r S k i l l s	Computer Software/Hardware (If applying for Accounting, Electronic, Sales or Management)	Fluency	Years of Knowledge
	1.		
	2.		
	3.		
	4.		
	5.		

T e c h n i c a l S k i l l s	Hardware / Mechanical (If applying for Service, Install, Rebuild, Parts or Electronics)	Fluency	Years of Knowledge
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
10.			

Where do you see yourself in 3 years & what will you be doing? _____

Explain your work habits, attitude & ethics. _____

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization & identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of two months; after that time, if I wish to be considered for employment, I must submit a new application;

I understand that the employer will thoroughly investigate my work & personal history & verify all data given on this application, on related papers, & in interviews. I authorize all individuals, schools, & firms named therein, except my current employer if so noted, to provide any information requested about me, & I release them from all liability for damage in providing this information.

I certify that all the statements herein are true & understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Equal Employment Opportunity Policy

Door Control Services, Inc. provides equal opportunity in all of our employment practices to all qualified employees & applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, genetic information or any other category protected by federal, state & local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, & training, social, & recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Print Name

Signature

APPLICANTS PLEASE DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: (1) _____ (2) _____ DATE _____

STARTING DATE: _____ RATE _____ CLASSIFICATION _____

APPROVED BY: (1) _____ (2) _____ (3) _____