



Communication Systems, Inc

# Application For Employment

**Please Print Clearly-Resumes are not a substitute for a completed application**

## PERSONAL INFORMATION

Date \_\_\_\_\_ Position Applying For \_\_\_\_\_

Name \_\_\_\_\_ Telephone\_(\_\_\_\_)\_\_\_\_\_

Address \_\_\_\_\_ Email Address \_\_\_\_\_

City /State / Zip Code \_\_\_\_\_

## GENERAL INFORMATION

Are you able at the time of employment to submit verification of your legal right to work in the U.S.? (Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.) Yes  No

If under age 18, can you produce the necessary work certificate at the time of employment? Yes  No

Type of employment desired? Full-time  Part-time  (Specify hours) \_\_\_\_\_

Have you ever applied to this company before? Yes  If yes when did you apply? \_\_\_\_\_ No

Have you ever worked for PDI in the past? Yes  If yes when did you work ? \_\_\_\_\_ No

Within the past ten (10) years, have you ever been convicted of a felony? (Do not include convictions that were sealed, eradicated, erased or expunged: Convictions that resulted in a referral to a diversion program; or marijuana-related convictions that are more than two (2) years old.) Yes  No

How did you hear about us? Employment ad  Employment Agency/Temp.  Current Employee\*  Other   
\*Employee name \_\_\_\_\_

### An Equal Opportunity Employer

*We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, gender, national origin, age, sexual orientation, disability, or any other consideration made unlawful by applicable, federal, state, or local laws.*

## EDUCATIONAL BACKGROUND

Education	School Name and Location	Course of Study	Graduate?	#of Years Completed	Degree/Major
High School					
College					
Graduate School					
Business or Trade School					
Other					

Honors Received \_\_\_\_\_

**REFERENCES**

Please list three (3) professional/personal references we may call. Individuals with no work experience may list school or volunteer related contacts references.

Name	Position	Company	Work Relationship (Co-worker-Supervisor)	Phone Number

Do you know any current employees that work here at PDi?  Yes  No  
 If yes, please list name of employee(s) \_\_\_\_\_

All employees at PDi Communication Systems are required to successfully pass a pre-employment drug screen and background check.

**WORK EXPERIENCE**

Start with your present or last place of employment. You may include verifiable work performed on a volunteer basis, internship or military service. Please include a resume with your employment history for the past 10 years.

<b>Employer Name:</b>	<b>Address:</b>	<b>Business Type:</b>
<b>Job Title:</b>	<b>Start</b> ___/___/___ <b>End</b> ___/___/___	<b>Ending wage:</b>
<b>Supervisors Name:</b>	<b>May we contact? Yes or No</b>	<b>Phone:</b>
<b>Job Duties:</b>		
<b>Reason for Leaving:</b>		

List special technical skills that you feel qualify you for the job you are applying for: \_\_\_\_\_  
 \_\_\_\_\_

<b>Employer Name:</b>	<b>Address:</b>	<b>Business Type:</b>
<b>Job Title:</b>	<b>Start</b> ___/___/___ <b>End</b> ___/___/___	<b>Ending wage:</b>
<b>Supervisors Name:</b>	<b>May we contact? Yes or No</b>	<b>Phone:</b>
<b>Job Duties:</b>		
<b>Reason for Leaving:</b>		

List special technical skills that you feel qualify you for the job you are applying for: \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT STATEMENT**

*My signature authorizes PDi Communication Systems or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including and without limitation, information concerning my employment positions, law enforcement record, and education background. I hereby authorize all persons, companies or other entities connected with any such informational request. Including and without limitation, current or prior employers and law enforcement agencies to provide any and all information they may have regarding me and my employment. I release and agree to indemnify PDi Communication Systems, its authorized agents, and its employees and all other persons, companies and other entities from any and all liability arising out of such an investigation, including and without limitation any liability for furnishing information or for taking any action based on the information provided.*

*I hereby certify that all responses set forth during my employment application are true and complete. I understand and agree that any falsification, misrepresentation, or omissions either on the employment application form, or in my responses to questions asked during the interviewing or examination process may disqualify me from further consideration for employment, or if employed by PDi Communication Systems, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the application, it is because there is no information in its scope.*

*I understand that a drug/alcohol screen will be required before and during my employment. In addition, I authorize a medical examination, including a drug and/or alcohol screen, by a medical office selected by PDi Communication Systems if I am made a contingent offer of employment. I release and agree to indemnify PDi communication Systems, it's authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of any medical examination or drug/alcohol screen or for the taking of any actions based on the results of any medical examination or drug/alcohol screen.*

*I certify that I am a citizen of the Unites States, or, if not, that I can provide required documentation permitting me to work in the United States.*

*I certify that I am not under any kind of non-compete agreement.*

*I understand that I agree if I am employed by PDi Communication Systems, my employment is at-will so that I may terminate my employment at any time and for any or no reason. Likewise, PDi Communication Systems can terminate my employment at any time or no reason. I also understand and agree that nothing contained in the PDi Communication Systems employment application or in the granting or conducting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or creates or is intended to constitute or create a contract or promise between me and PDi Communications Systems for employment, hours or work, or for the providing of benefits. Moreover, I acknowledge that PDi Communication Systems, reserves the right to modify, revoke, suspend, terminate or change any or all of its plans, policies, or procedures at any time, without prior notice. No promises or guarantees regarding employment hours of work or the providing of benefits have been made to me, and I understand and agree that no such promise or guarantee is binding on PDi Communication Systems, unless they are expressed promises made in writing and signed by the President, of PDi Communication Systems.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_