



APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Form with fields: Position(s) Applied For, Location, Date of Application, How Did You Learn About Us?, Last Name, First Name, Middle Name, Address, Telephone Number(s)

If you are under 18 years of age, can you provide required proof of your eligibility to work? [] Yes [] No

Are you related to anyone who works for this company? [] Yes [] No

If yes, print name of the relative and the department they work in _____

Are you currently employed? [] Yes [] No

May we contact your present and former employers? [] Yes [] No

On what date would you be available for work? _____

Are you available to work: [] Full Time [] Part Time [] Temporary

Are you currently on "layoff" status subject to recall? [] Yes [] No

Have you ever applied for or been employed by a Company? [] Yes [] No

If "yes," give name under which you applied or were employed, dates either applied or where employed, and at what location _____

Can you work over time if a job requires it? [] Yes [] No

Can you travel if a job requires it? [] Yes [] No

Are you bound by any employment contract, or non-competition agreement that may be breached by your employment with Company and/or does your current or any previous employer restrict your work activities after leaving their employment, for any period of time? [] Yes [] No

If yes, until what date? _____

What type of restriction? _____

Is there anything, with our without reasonable accommodation, that would prevent you from performing the essential functions of the position or positions for which you are applying? If so, explain: _____

What has been your most enjoyable work (in any job you've held)? _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Have you been convicted of a criminal offense within the last seven years? Yes No

If yes, give details (date, place, offense(s), disposition, etc.) _____

Do you currently use any illegal drugs? Yes No

If yes, please explain: _____

Driving Record

(Complete only if possibility of driving a company vehicle or on company business exists for the position in which you are applying.)

Do you have a valid driver's license? Yes No

If yes, what class license do you possess?

Have you had a suspension or probation of your license within the last five (5) years? Yes No

How many speeding or other moving violations have you received in the last three (3) years?

List below all traffic violations (except parking) on your record for the last five (5) years and all major motor Vehicle accidents in which you were involved (use additional page if necessary).

DATE	LOCATION	DESCRIPTION	RESULT

EDUCATION

By signing this application, you are authorizing the release of your school transcripts.

	ELEMENTARY SCHOOL	HIGH SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE PROFESSIONAL
School Name / Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma or Degree				
Describe Course of Study:				

Have you ever had any job-related-training in the United States Military? Yes No

If yes, please describe _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

EMPLOYER 1		YEARS OF SERVICE		WORK PERFORMED
ADDRESS		FROM	TO	
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				
EMPLOYER 2		YEARS OF SERVICE		WORK PERFORMED
ADDRESS		FROM	TO	
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

EMPLOYER 3		YEARS OF SERVICE		WORK PERFORMED
ADDRESS		FROM	TO	
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

Have you ever been involuntarily terminated or asked to resign from a job? Yes No

If "yes," please explain: _____

Special Skills, Qualifications, Licenses or Certifications

Summarize special job related skills, qualifications, licenses or certifications acquired from employment or other experience.

If applying for a clerical position:

Do you have computer skills? Yes No

Do you have typing skills? Words/Minute: _____ Yes No

In what computer programs are you proficient?

Name the packages: _____

References

Give name, address and telephone number of people not related to you and not previously employed by Transmission & Fluid Equipment, Inc.

1 _____

2 _____

3 _____

Applicant's Statement, Signature and Disclaimer

Please read the following paragraphs and then sign this Pre-Employment Application after you are sure that the information is correct and complete.

Please Initial I represent that the information I have given is correct and complete, to the best of my knowledge: that I have not withheld any information that a reasonable person would consider important and that any misrepresentation or withholding of such facts, whether revealed before or after employment, will constitute cause for elimination from further consideration of this Application or even for dismissal if I have already been employed.

Please Initial I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and hereby release Company and its agents and said persons or entities from any liability to me.

Please initial This application for employment shall be considered active for a period of time not to exceed sixty (60) 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.

Please Initial It is understood and agreed that any misrepresentation given by me in this application, during the interview process, or, any information that is provided to Company through a temporary agency, will be sufficient cause for cancellation of application and/or separation from Company's service if I have been employed.
Furthermore, I understand that just as I am free to resign at any time, Company reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Company has the authority to make any assurances to the contrary. Proof of citizenship or immigration status will be required upon employment.

Please initial If I am offered employment, I understand that such an offer will be conditioned upon the satisfactory completion of a background investigation, including a review of my criminal record for a period of seven (7) years, driving records (if Required by the position), and satisfactory completion of a medical examination or inquiry, including a drug and alcohol test. I further understand and voluntarily agree that as a condition of employment or my continued employment, that I may be required by the company to submit to a urinalysis or other alcohol and drug screen test and that my failure to take such test(s) when requested to do so or an unsatisfactory test result will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.

Please Initial I understand that Company reserves the right to deduct from my pay (in both overtime and non-overtime weeks) moneys owed to Company or its affiliates up to any amount allowed by law. I give my consent to such deductions and in the event my termination, either voluntary or involuntary, Company is granted the right to pursue collection of any remaining balances due.

Please Initial I understand that nothing in this Pre-Employment Application nor anything said to me by any company official or representative during an interview, or anything said to me orally or relied upon by me even after employment, is intended to create any contract of employment or other employment rights. No promises regarding employment have been made to me, either to induce me to leave or to reject other employment, to relocate, or in any other respect, and I understand that any such oral promises or representative are against company policy, are unauthorized, and are unenforceable.

Please Initial I authorize the company to investigate all statements made or information contained in this Pre-Employment Application, and I hereby specifically authorize any person listed as a personal reference, any educational institution, the U.S. military, or any former employer or supervisor to provide all information requested by the company, without further authorization from me. To induce such person to feel free to communicate with the company, I hereby release any such giver of information from any liability concerning information given about my education, my employment, or my character, whether accurate or not and regardless of mistake, negligence, or possible personal bias against me.

Please Initial I represent to the company that I am bound by no employment contracts or non-competition agreements that would be breached by any employment that might be offered to me by the company, nor am I in possession of nor will I at any time reveal to the company, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement, or prior work relationship involving any other person or company.

_____ I authorize the company to supply my employment record, and other information arising from my employment, to any prospective employer, government agency, or other party, with an interest that the company, in its sole discretion, deems appropriate.
Please Initial

_____ I consent to and will cooperate in the conduct of a medical and/or psychological examination, at the company's expense, as a condition to employment, in the event that an offer of employment is extended to me.
Please Initial

_____ I understand, also, that I am required to abide by the rules and regulations of Company.
Please Initial

I have read this Pre-Employment Application, and, by signing below, I agree to be bound by my representations and undertakings herein.

SIGNATURE OF APPLICANT

DATE

Transmission & Fluid Equipment, Inc. is an Equal Opportunity Employer and a Drug Free Workplace. We consider applicants for all positions without regard to race, color, sex, national origin, age, marital status, veteran status, disability, genetic information or any other status protected by law.

If you require an accommodation due to any disability in order to apply for any position please contact our office at 260.478.1567.

Please mail, e-mail or fax this completed application to

Carmen Jennings
6912 Trafalgar Drive
Fort Wayne, IN 46803
cjennings@tfedirect.com
Fax: 260.493.4085