



EMPLOYMENT APPLICATION

Submit to: PO Box 707
Dassel MN 55325
Email: humanresources@atsclock.com
Fax: (320) 275-1213

American Time & Signal Co. is an Equal Employment Opportunity/Affirmative Action employer.

PLEASE PRINT all questions must be answered (respond n/a if the question does not apply).

Today's Date: _____

Full Legal Name (first, middle, last) _____

Present Street Address _____ City _____ State _____ Zip Code _____

Telephone (home) _____ Telephone (work) _____ Cell Phone _____

Are you age 18 or over? Yes No

Upon employment, can you provide documents, which will establish your identity and eligibility to work in the US?
 Yes No

Have you ever been employed by American Time & Signal Co.?
 Yes No

If yes: Position _____ Dates _____

Position(s) applying for? _____ Type of Employment : Full-time Regular
Part-time Summer

Are you willing to work a flexible schedule? Yes No

Are you willing to work schedules other than Monday through Friday? Yes No

Earnings desired? _____ Date you are available to start work? _____

How did you learn about this job? (if employee, please list name) _____

Please list the names of any relatives other than spouse that currently work at American Time & Signal Co.

Are you currently subject to any agreements with current or former employers that would impact your employment with American Time & Signal Co.? Yes No If yes, please explain: _____

Have you ever been convicted of any law violation? (include any plea of guilty or no contest. Exclude minor traffic violations). Yes No If yes, please give details. (A conviction will not necessarily disqualify an applicant from employment).

		Number of Years Completed	Did you graduate?	Major Degree	Grade Average
High School	<hr/> Name of school <hr/> City & State	X	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> NO		
College	<hr/> Name of school <hr/> City & State				
Graduate School	<hr/> Name of school <hr/> City & State				
Post – Graduate	<hr/> Name of school <hr/> City & State				
Technical/ Vocational/ Military	<hr/> Name of school <hr/> City & State				

Special Skills

List office skills, such as typing, shorthand, data entry or computer software knowledge.

List professional licenses, certifications, memberships, designations and training.

Please comment on how your education and prior experience qualify you for the type of employment you are seeking. Detail any past leadership responsibilities and strong personal attributes. Note any special work, honors, activities, special project, or any other data, which would have a direct bearing on the job for which you are applying.

List your 3 most recent employers - Beginning with current or most recent employer.

Current or most recent employer _____

Address, City, State, Zip _____

Telephone number _____

Name & Title of Immediate Supervisor _____

Position & Nature of Work _____

Salary: Start _____ End _____ Employed from (mo/yr) to (mo/yr) _____

Reason for leaving _____

May we contact you at work? Yes No

Previous employer _____

Address, City, State, Zip _____

Telephone number _____

Name & Title of Immediate Supervisor _____

Position & Nature of Work _____

Salary: Start _____ End _____ Employed from (mo/yr) to (mo/yr) _____

Reason for leaving _____

Previous employer _____

Address, City, State, Zip _____

Telephone number _____

Name & Title of Immediate Supervisor _____

Position & Nature of Work _____

Salary: Start _____ End _____ Employed from (mo/yr) to (mo/yr) _____

Reason for leaving _____

Have you ever been fired or asked/forced to resign from a previous position? Yes No If yes, please explain.

Please provide information on at least three professional references, preferably current/former supervisors.

Name, Company _____

Home Phone _____ Work Phone _____

In what capacity did you work with this individual? _____

Name, Company _____

Home Phone _____ Work Phone _____

In what capacity did you work with this individual? _____

Name, Company _____

Home Phone _____ Work Phone _____

In what capacity did you work with this individual? _____

POLICIES & CONDITIONS OF EMPLOYMENT

- **Important: Please carefully read the following before signing this application –**

- **Representatives of the Company, except the President & CEO of American Time & Signal Co., who may only do so in writing, may not enter into an employment agreement for a specified period of time. Employment may be terminated, with or without cause or notice, at any time at the option of either the Company or employee.**
- Proof of identity and eligibility for employment in the United States will be required upon hiring.
- The Company maintains a smoke-free environment.
- The Company is committed to maintaining a drug-free work place and prohibits being under the influence of, possessing, using, selling or dispensing alcohol, narcotics or other unlawful substances, on Company premises.

I authorize American Time & Signal Co. to investigate the information contained in this application and release it (and its employees and agents) from any and all liability for seeking information and opinions on me. I authorize all employers, educational institutions, entities, and persons listed in this application or identified during the hiring process to provide information about me and hereby release them from all liability for providing such information. I hereby waive any privilege I have to such information.

I certify that the information I provided the American Time & Signal Co. in this application and during the hiring process is true and complete. I understand and acknowledge that any false, misleading, or incomplete information in the application or during the hiring process may result in rejection of my application or, if I have been hired, immediate termination of employment.

I understand that nothing contained in the employment application or in the granting of an interview, and no American Time & Signal Co. policies, procedures, or handbooks that I might receive if I am hired, are intended to create an employment contract between American Time & Signal Co. and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon American Time & Signal Co. unless made in writing and signed by an authorized officer of American Time & Signal Co. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason or no reason, with or without cause, and with or without prior notice, and that American Time & Signal Co. retains the same right. I also understand that if I am hired I will be required to sign a confidentiality statement and conflict of interest statement as a condition of my employment.

Signature _____ Date _____