



4376 Martha Berry Highway / Rome, Georgia 30165  
(888) TSC-7988 / (706) 292-9717

Applicants are considered for all positions without regard to race, color, religion, sex, age, national origin, marital or veteran status, or the presence of a non-job-related medical condition or disability.

Please Reproduce Application, then print or type.

**If you request accommodation in completing this application, please contact the Personnel Officer. If not completed in entirety, will not be considered. Resume may be submitted, but does not negate the requirement to complete the application in full.**

Position applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

LAST

FIRST

MIDDLE

Other Names Used: \_\_\_\_\_

Address: \_\_\_\_\_

NUMBER

STREET

CITY

STATE

ZIP CODE

Home Phone: (\_\_\_\_) \_\_\_\_\_

Office Phone: (\_\_\_\_) \_\_\_\_\_ May we call you at your office?  Yes  No

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes  No  N/A

Are you available to work  Full Time  Part Time  Temporary

Hours/Days available to work: \_\_\_\_\_

Date available to begin work : \_\_\_\_\_ Salary Requirements: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

(Proof of citizenship or immigration status will be required upon employment.)

Are you currently employed?  Yes  No May we contact your present employer?  Yes  No

Are you on a lay-off and subject to recall?  Yes  No

Have you been convicted of a felony?  Yes  No

(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain \_\_\_\_\_

Are you related to any employee or contractor of TetraSoft Computers, Inc.?  Yes  No

**Employment History**

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin. Add a supplementary sheet if necessary.

Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

## Education

	Elementary	High	College/University	Graduate/ Professional
School Name and Address				
Last Year Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Major/Minor				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				

## Special Skills and Training

Describe any specialized training, apprenticeships, skills, and/or qualifications from employment or other experiences.

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Job-Related Certificates	Date Acquired	Status - Current/Void

Typing: \_\_\_\_\_ WPM

List any PC Applications you have used in the following categories  
(Windows95, 98, NT, 2000, MacOS, Linux, UNIX, Solaris, IRIX):

Word Processing \_\_\_\_\_

Spreadsheets \_\_\_\_\_

Date Base \_\_\_\_\_

Graphic/Presentation \_\_\_\_\_

List any additional information you would like us to consider:  
\_\_\_\_\_

**References**

List names and telephone numbers of three professional references who are not related to you and are not previous supervisors:

Name and Address	Telephone	Years Known

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination on the basis of disability and/or age with respect to individuals who are at least 40 years of age.

The information provided on the application for employment is true, correct, and complete. If employed by TetraSoft Computers, Inc., I understand that any falsification, misstatement, or omission of fact may be cause for termination. By signing this completed form, I understand that TetraSoft Computers, Inc. may conduct reference checks and release TetraSoft Computers, Inc. from any liability that may occur as a result of these checks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_