



Application for Employment
AN EQUAL OPPORTUNITY EMPLOYER

Revised 07-01-05

Altex Electronics, Ltd. ■ 11342 IH-35 North ■ San Antonio, TX ■ 78233-5715
www.altex.com ■ (210) 655-8882 ■ Fax: (210) 637-3250

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____ Date of Application: _____

Name: _____

Address: _____

Telephone #: () _____ Cell/Beeper/Other Phone #: () _____ Social Security #: _____

Must be 18 years of age to work at Altex. Must be 21 years of age to drive Altex company vehicle.

Have you ever been employed here before? _____ Yes No Do you have any relatives working for Altex? _____ Yes No

Are you legally eligible for employment in this country? _____ Yes No

Date available for work _____

Type of employment desired Full Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position? _____ Yes No

Have you been convicted of a crime in the last seven (7) years? _____ Yes No

If yes, please explain _____

Conviction will not necessarily be a bar to employment. Each instance will be considered in relation to the position for which you are applying.

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide

Table with 4 columns: FROM, TO, EMPLOYER, TELEPHONE. Includes rows for JOB TITLE, ADDRESS, IMMEDIATE SUPERVISOR AND TITLE, SUMMARY, REASON FOR LEAVING, and HOURLY RATE/SALARY.

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background If job-related

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

Personal References

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that if I am hired, I will be required to read and follow a written policy handbook. If, after reading the Altex Policy Handbook, I do not agree with the policies, I may at that time elect to not continue my employment with Altex Electronics, Ltd..

I understand that the act of signing this application and if hired, the act of signing the receipt of the Altex Policy Handbook, are not and shall not be construed as an employment contract and that employment with Altex Electronics, Ltd., is "at will".

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date _____