



Toner2Print, Inc.
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COMPANY OR
EMPLOYER NAME: _____

POSITION APPLIED FOR: _____

APPLICANT TELEPHONE: _____

DATE OF BIRTH: _____

Employment Application

SOCIAL SECURITY NUMBER: _____

YOUR NAME: _____

Last

First

Middle

ADDRESS: _____

Are you eligible for employment in the USA/

Circle one: Yes No

Are you able to perform essential functions with or without accommodations?

Circle one: Yes No

I WILL BE ABLE TO REPORT TO WORK _____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED. SALLARY requested _____ hr.

EDUCATION: Yrs. Completed Field of Study Graduate or Degree Major

High School _____

College/University _____

Business/Technical _____

Other (May include grammar school) _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name Address Occupation Phone Number Years known

Name Address Occupation Phone Number Years known

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Position Title/Duties Skills Dates Employed from to

Supervisor's Name: _____ Reason for leaving _____ Telephone _____

authorized reseller



Employer Name and Position Title/Duties Skills

Dates Employed. from to

Supervisor's Name: _____ Reason for leaving _____
Telephone _____

Experience

Types of computers, other electronic or mechanical
Equipment that you are qualified to operate or repair: _____

Typing speed: _____ per minute.

Professional Licenses, Certifications or Registrations: _____

Additional skills including supervision skills, other languages, or information
Regarding the career/occupation you wish to bring to the employer's attention:

In case of accident or illness please contact: Name: _____ Phone Number _____

Address: _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: _____ Date: _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section:

Notes:

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