

The Employment Application allows ScanTool.net, LLC to determine your qualifications and experience. By signing this application, you authorize ScanTool.net, LLC to verify the information provided on the application. Falsification of information on the application, or failure to provide accurate information, can result in disqualification for employment, or termination if discovered after hire.

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						
From:						
To:						

## General Information

May we contact your current employer? ☐ Yes ☐ No

# Education and Training

	Name and Location of School	Major	Graduation Date	# of years	GPA
High School					
College					
Grad. School					
Other					

## Additional Skills and Experience

How fast can you type (words per minute)? \_\_\_\_\_

### Office Applications

<i><b>Application</b></i>	<i><b>Level of expertise</b></i>			
Microsoft Word	<input type="checkbox"/> Never used	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
Microsoft Excel	<input type="checkbox"/> Never used	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
Microsoft Access	<input type="checkbox"/> Never used	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
Microsoft Outlook	<input type="checkbox"/> Never used	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
Outlook Express	<input type="checkbox"/> Never used	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
QuickBooks	<input type="checkbox"/> Never used	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
FishBowl	<input type="checkbox"/> Never used	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert

### Other Software

	<i><b>Level of expertise</b></i>		
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Expert

### Foreign Language

	<i><b>Level of expertise</b></i>		
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent	<input type="checkbox"/> Native Speaker
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent	<input type="checkbox"/> Native Speaker
_____	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent	<input type="checkbox"/> Native Speaker

# Employment History

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
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Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

## Business References

(1) Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Position: \_\_\_\_\_ Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Position: \_\_\_\_\_ Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

(3) Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Position: \_\_\_\_\_ Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Applicant's Statement

The information I have provided on this application is accurate to the best of my knowledge and subject to verification by the company. I understand that if I am employed, any misrepresentation or omission of material facts on this application may result in dismissal. The company, in considering my application for employment, may verify the information set forth in this application relating to my background. I authorize all persons, schools, companies, corporations, and law enforcement agencies to supply any information concerning my background. I release all persons or entities from all liability from any alleged damage that may result from furnishing information to ScanTool.net, LLC. I understand that an offer of employment is subject to my providing proof of work eligibility, as required by United States law, and my completion, satisfactory to the company, of any and all pre-employment tests, including background. I also understand that a job offer is contingent upon my ability to pass a drug screening test.

If employed, I agree to read and comply with the company rules, regulations, and policies.

I understand, if I am employed, my employment may be terminated at will by me or the company at any time and for any reason. Further, I understand that the only employment contracts between ScanTool.net, LLC and its employees are those specifically authorized by ScanTool.net, LLC management, which have been reduced to writing and executed both by the employee and an authorized representative of ScanTool.net, LLC. Accordingly, I understand that no employment contract, either expressed or implied, for any period, is created by this application and/or agreement should I be hired by ScanTool.net, LLC.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date