



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Tresys Technology.

Date: _____

Applicant Full Name: _____

Address: _____

Telephone #: _____ **Social Security #:** _____

How were you referred to us? _____

Position applied for: _____

Salary desired: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by Tresys Technology? _____ Yes _____ No

Have you ever been convicted of any crime? _____ Yes _____ No

Exclude convictions for marijuana-related offenses for personal use more than two years old; convictions that have been sealed, expunged or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed). If yes, please explain: _____

Note: A Yes response does not automatically disqualify your application. Tresys Technology, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Are you legally authorized to work in the United States on an unrestricted basis? _____ Yes _____ No

Do you currently hold an active United States Government Security Clearance? _____ Yes _____ No
If yes, please specify the type of clearance: _____

Employment History

Please provide all employment information on your past four employers starting with the most recent.

When may we contact your current employer?

Employer: _____	Position held: _____
Address: _____	Telephone #: _____
Immediate supervisor and title: _____	
Dates employed: from _____ to _____	
Salary: _____	
Job summary: _____	

Reason for leaving: _____	

Employer: _____	Position held: _____
Address: _____	Telephone #: _____
Immediate supervisor and title: _____	
Dates employed: from _____ to _____	
Salary: _____	
Job summary: _____	

Reason for leaving: _____	

Employer: _____	Position held: _____
Address: _____	Telephone #: _____
Immediate supervisor and title: _____	
Dates employed: from _____ to _____	
Salary: _____	
Job summary: _____	

Reason for leaving: _____	

Employer: _____	Position held: _____
Address: _____	Telephone #: _____
Immediate supervisor and title: _____	
Dates employed: from _____ to _____	
Salary: _____	
Job summary: _____	

Reason for leaving: _____	

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name, dates of attendance, course of study, and degrees earned:

Undergraduate: _____

Graduate: _____

Post Graduate: _____

Technical Training/Other: _____

Professional References

List 3 references names, telephone numbers, and years known (do not include relatives):

I hereby authorize Tresys Technology to contact, obtain, and verify the accuracy of information contained in this application from all-previous employers, educational institutions, and references and to make whatever additional inquiries it considers necessary of any person or organization to determine my qualifications and abilities. I also hereby release from liability Tresys Technology and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either Tresys Technology or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of Tresys Technology not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand that the position for which I am applying may require a government security clearance, and that employment is based on successfully obtaining and maintaining the appropriate level of government security clearance. Failure to obtain a required security clearance in a timely manner or to retain a security clearance could result in termination of my employment.

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

Applicant signature: _____ Date: _____

Under Maryland law, an employer may not require or demand as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.00.

I represent and warrant that I have read and fully understand the foregoing.

Applicant signature: _____ Date: _____