



Office Use Only:

Hire Date: _____

Driver: _____

Pay per hour: _____

Office Systems Installations

1100 Williams Drive, Ste 300, Marietta, GA 30066

770-321-1396

JOB APPLICATION

Office Systems Installations (OSI) is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Please fill out all of the information below:

Applicant Information

Date: _____

Applicant Name: _____

Address: _____

City, State & Zip Code: _____

Telephone Number (cell): _____ Email address: _____

Social Security Number: _____ Date of Birth: _____

Drivers License Number: _____ Exp. Date: _____ State: _____

***Referred by: _____

Employment Information

Position(s) Applied for: _____

How did you hear about the position? _____

What days are you available to work? _____

If needed, are you available to work overtime? _____ Weekends? _____

If needed, are you available to work out of town? _____ Overnight(s)? _____

On what date can you start working if hired? _____

Do you have reliable transportation to and from work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for OSI before?

Yes

No

If yes, when? _____

Do you have any friends, relatives, or acquaintances working for OSI?

Yes

No

If yes, state name and relationship: _____

Are you 18 years of age or older?

Yes

No

Are you a U. S. citizen or approved to work in the United States?

Yes

No

What document can you provide as proof of citizenship or legal status:

Will you consent to a mandatory drug/controlled substance test?

Yes

No

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes

No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant can be denied employment solely on the grounds of conviction of a criminal offense, date of offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position you are applying:

Education and Training

High School: _____ Address: _____

From: _____ To: _____ Did you graduate?

Yes

No

College: _____ Address: _____

From: _____ To: _____ Did you graduate?

Yes

No

Vocational School/Specialized Training: _____ When: _____

Address: _____ Did you graduate?

Yes

No

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Telephone: _____ Dates Employed: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Telephone: _____ Dates Employed: _____

Reason for leaving: _____

References (Professional)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ City/State/Zip: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ City/State/Zip: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ City/State/Zip: _____

30 days

Required Tools (please indicate all you currently own-must have the rest within first ~~XXXXXX~~

____ Utility Knife w/extra blades ____ Work Gloves and Safety Glasses ____ Hard Hat and Safety Vest
____ Cordless Drill (Name Brand if possible – 18 volt or above) with 2 batteries and a charger
____ Various Drill tips/bits (#1-3 Phillips, #1-3 Square, Various Torx, 3/16" & 1/4" Allen Head bit)
____ (at least 3) 1/4" Magnetic Bit Holder (2 short and 1 long) ____ 25' Tape Measure ____ Channel Locks
____ Aluminum Torpedo Level (2ft - if possible) ____ Allen Set (metric and standard) ____ Pry Bar
____ Tool Box (one with wheels recommended) ____ Small plastic tackle box for spare screws
____ 1/4" Socket Set with 1/4" Adapter for drill ____ 3/8" Ratchet Set & Sockets ____ Screwdriver Set
____ Open End Wrenches ____ Hack Saw (with extra blade) ____ Bug Eye (electrical outlet tester)
____ Regular Rubber Mallet – non marking – Orange or Gray ____ Metal cutters (Snips)

AT-WILL EMPLOYMENT

The relationship between you and Office Systems Installations (OSI) is referred to as "employment at will". This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Office Systems Installations (OSI). No representative of Office Systems Installations (OSI) has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will", and that you acknowledge that no oral or written statements or representations regarding your employment can alter your "at will" employment status, except for a written statement signed by you and either our Company's President or our Director of Operations.

Applicant Signature: _____ Dated: _____