



**APPLICATION FOR
EMPLOYMENT**

PGTELCO
Prairie Grove Telephone Co.
129 N. Mock St. PO Box 1010
Prairie Grove, AR 72753
479.846.7200

Date _____

PGTELCO is an equal opportunity employer.

Federal and state laws prohibit discrimination in employment because of race, color, religion, age, sex, marital status, national origin, disability, or veteran status.

Application will remain on file for 1 year. To be considered for future openings past 1 year, you must submit a new application as openings occur.

PERSONAL INFORMATION

First Name _____ M.I. _____ Last _____

Address _____

City, State, Zip Code _____

Telephone Number _____ Social Security Number _____

GENERAL INFORMATION

Position Applied for _____

Best time to contact you _____

Desired Pay (*optional*) _____ per _____

Type of Employment Desired:

Full time _____ Part time _____ (How many hours per week?) _____

If currently employed, when would you be available?

List any relatives employed by **PGTELCO**.

Do you have the legal right to work in the United States?

Yes ___ No ___ (Appropriate documentation is required upon employment)

Have you been convicted of any Crime; either a misdemeanor or a felony? (Conviction will not necessarily disqualify you from employment). Yes ___ No ___

If "yes", please explain:

SKILLS AND QUALIFICATIONS INFORMATION

Summarize skills and qualifications acquired from other employment or experience

Professional Certificates, Designations, Licenses _____

EDUCATIONAL INFORMATION

High School

Name _____

Location _____

Graduate Yes___ No___

College

Name _____

Location _____

Graduate Yes___ No___

Degree Awarded _____

Trade School

Name _____

Location _____

Graduate Yes___ No___

Certificate Awarded _____

Other Training/Education

Name _____

Location _____

Graduate Yes___ No___

Certificate Awarded _____

Attach additional sheets if needed.

EMPLOYMENT INFORMATION

List all part-time and full-time positions, giving current or most recent position first. Use an additional sheet of paper if necessary.

1. Dates _____ Pay _____
Worked From To Starting Ending

Your Job Title _____
Employer's Name _____
Supervisors Name _____
Employer's Address _____
Specific Duties _____

Reason for Leaving _____

May this employer be contacted at this time for a reference? Yes _ No _

2. Dates _____ Pay _____
Worked From To Starting Ending

Your Job Title _____
Employer's Name _____
Supervisors Name _____
Employer's Address _____
Specific Duties _____

Reason for Leaving _____

May this employer be contacted at this time for a reference? Yes _ No _

3. Dates _____ Pay _____
Worked From To Starting Ending

Your Job Title _____
Employer's Name _____
Supervisors Name _____
Employer's Address _____
Specific Duties _____

Reason for Leaving _____

May this employer be contacted at this time for a reference? Yes _ No _

PERSONAL REFERENCES

- 1. Name _____ Phone _____
Address _____

- 2. Name _____ Phone _____
Address _____

- 3. Name _____ Phone _____
Address _____

ADDITIONAL INFORMATION

I certify that the answers given herein are true and complete

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that PGTELCO has the right to administer a pre-employment drug test.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature _____ **Date** _____