

ATEL

Employment Application

ATEL is an Equal Employment Opportunity Employer. We adhere to making all employment decisions without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, citizenship, sexual orientation or any other protected classification which may be applicable under the law of the particular state or locality in which you are applying for employment with ATEL.

Name _____ Date ____/____/____
Last First MI

Address _____

Phone _____ Desired Position _____

Date you are available to start work ____/____/____

Have you ever been employed with ATEL? Yes No If yes, from ____/____/____ to ____/____/____

If hired, can you furnish proof that you are a U.S. citizen, or otherwise legally permitted to work in the U. S.? Yes No

If the position requires it, are you willing to travel? Yes No Distance/Frequency? _____

Have you ever been convicted of a felony or misdemeanor? *Conviction will not necessarily disqualify an applicant for employment.*

Yes No

If yes, please explain _____

Do you have any relatives currently employed by ATEL? Yes No Please name: _____

Having a relative employed with ATEL will not automatically disqualify you from being considered for employment.

How were you referred to ATEL? _____

Have you entered into any agreements with any former employer(s) or other entity (such as non-compete or confidentiality agreement) that may impact your ability to work for ATEL? Yes No

Education

Name/Address of High School, Military, College or Trade Schools

Diploma/Degree

GPA

Proficiencies

List your experience with all computer hardware/operating systems, software applications and languages.

List all data processing, telecommunications, or office equipment on which you are proficient.

Typing speed: _____ wpm

Identify any additional knowledge, skills, qualifications, publications, awards, scholarships or extracurricular activity relevant to the position for which you are applying (you may exclude those that suggest race, religious creed, sex, marital status, age, color, national origin, or disability).

Describe any on-the-job and/or military training you have completed that relates to the job for which you are applying (you may exclude those that suggest race, religious creed, sex, marital status, age, color, national origin, or disability).

References

Provide the name, address and phone number of three professional references who can comment on present/past work performance.

Name	Company	Address	Phone	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employment (most recent first) Include volunteer and/or U.S. military service assignments.

Employer _____ Phone (____) _____
Address _____
 Street City State Zip Code
 Name/title of supervisor _____ Employed From To
 Position and duties _____ (Mo/Yr) ____ (Mo/Yr) ____
 _____ Salary: _____
 _____ May we contact current employer:

Other compensation (give detail on current commissions, incentives, bonuses, etc.)

yes not at this time

Reason for leaving: _____

Employer _____

Phone (____) _____

Address _____
Street City State Zip Code

Name/title of supervisor _____

Employed From To
(Mo/Yr) ____ (Mo/Yr) ____

Position and duties _____

Salary: _____

Reason for leaving: _____

Other compensation (give detail on current commissions, incentives, bonuses, etc.)

Employer _____

Phone (____) _____

Address _____
Street City State Zip Code

Name/title of supervisor _____

Employed From To
(Mo/Yr) ____ (Mo/Yr) ____

Position and duties _____

Salary: _____

Reason for leaving: _____

Other compensation (give detail on current commissions, incentives, bonuses, etc.)

Employer _____

Phone (____) _____

Address _____
Street City State Zip Code

Name/title of supervisor _____

Employed From To
(Mo/Yr) ____ (Mo/Yr) ____

Position and duties _____

Salary: _____

Reason for leaving _____

Employer _____

Phone (____) _____

Address _____
Street City State Zip Code

Name/title of supervisor _____

Employed From To
(Mo/Yr) ____ (Mo/Yr) ____

Position and duties _____

Salary: _____

Reason for leaving _____

Certifications

I certify that the statements made in this application are accurate and complete to the best of my knowledge. I understand that false, material omissions or misleading information may result in disqualification for consideration of employment, or if hired, will result in my immediate dismissal at any time, regardless of when the false information or omission is discovered.

I authorize ATEL and its agents to conduct reference and background checks, which will include all matters contained in this application. I also understand that the background check may include a credit check. I hereby release ATEL, its agents and those it contacts from any liability whatsoever as a result of such contact and the information provided and received. Pursuant to the Fair Credit and Reporting Act (FCRA), I understand that I have a right to make a written request, within a reasonable time, for additional information on the nature of the report, and for the disclosure of the nature and scope of any investigation.

I understand that this application is not a contract and that acceptance of employment does not create a contract of employment nor guarantee employment for any specified period of time. I understand that ATEL is an at-will employer, and I may resign, or ATEL may terminate my employment, at any time for any reason, with or without cause and with or without notice.

If I become employed by ATEL I will adhere to ATEL's code of ethics and standards of conduct, and I will conduct the company's business and perform the duties of my position in a strictly ethical and professional manner.

I have read, understand, and by my signature consent to these statements.

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 above.

Applicant Signature _____ Date _____

Human Resources

Interview date(s) _____ Offer made? Yes No Date _____

Title _____ Start date _____

Salary _____ Hiring Manager _____