



Dear Applicant:

Thank you for your interest in Trombly Bros Inc, please complete ALL of the enclosed new applicant forms and return to the personnel department of Trombly Brothers Inc. as soon as possible.

Please include a copy of the following:

Drivers License

Health Card

Any Certifications held for Automotive or Towing Industry

The new applicant forms include the following:

Application for Employment

Employment History Form

Copies of requested documents (listed above)

Return Completed Application To:

Trombly Bros, Inc

c/o Kelley Trombly-Dow

141-153 Sutton Street

North Andover, MA. 01845

Or Fax: 978-683-9118

If you have any questions, please do not hesitate to call me. I look forward to hearing from you soon.

Thank you,

Kelley Trombly-Dow

Personnel Manager

Trombly Brothers Inc.

EMPLOYMENT APPLICATION

NOTICE – Trombly Brothers is an equal opportunity employer. All Prospective employees will equally receive consideration regardless of race, color, sex, age, national origin, religion, disability, or veteran status. Discrimination and harassment will not be tolerated.

Date: _____

PERSONAL

Last Name First Middle

Street Address City State Zip Code

How long have you been a resident of this state or city? _____

License Number: _____ Social Security # _____

List any cities and states in which you have lived in during the past 7 years: _____

Telephone: _____ Cell Phone: _____

Best time to reach you? _____

Are you available for Full Time Employment? Yes ___ No ___

If no, when can you work? _____

What Position are you applying for? _____ Expected Pay: _____

What other positions are you interested in? _____

Are you legally eligible for employment in the United States? Yes ___ No ___

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court?:

Yes ___ No ___

Can you do this job with or without reasonable accommodations? With ___ Without ___

Have you been subject to a random drug screening in the past 6 months?

Yes ___ No ___ Date: ___/___/___

Were you referred to Trombly Brothers Inc? Yes ___ No ___

If yes, by whom: _____

FOR COMPANY USE ONLY

Interviewed By: _____

Date Hired _____

Position: _____

Starting Rate: _____

Comments: _____

Employment History Form

Starting with your most recent employer, list any employers you've been employed with in the past 5 years
Use additional paper to report additional employers, if any

PLEASE PROVIDE ACCURATE, COMPLETE FULL AND PART TIME EMPLOYMENT RECORD

If currently employed: My current employer may be contacted ___ YES ___ NO

COMPANY NAME: _____ From _____ to _____
Address: _____ Phone: _____
Supervisors Name _____ Starting Pay _____ Finishing Pay _____
Job Title and Duties Performed: _____

Reason For Leaving: _____

COMPANY NAME: _____ From _____ to _____
Address: _____ Phone: _____
Supervisors Name _____ Starting Pay _____ Finishing Pay _____
Job Title and Duties Performed: _____

Reason For Leaving: _____

COMPANY NAME: _____ From _____ to _____
Address: _____ Phone: _____
Supervisors Name _____ Starting Pay _____ Finishing Pay _____
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Reason For Leaving: _____

COMPANY NAME: _____ From _____ to _____
Address: _____ Phone: _____
Supervisors Name _____ Starting Pay _____ Finishing Pay _____
Job Title and Duties Performed: _____

Reason For Leaving: _____

EDUCATION

High School _____ Year graduated? _____
Trade / Technical School / College: _____ Type Of Diploma _____
Special Training or Skills: _____

Disclosure and Release of Information Authorization

I authorize Trombly Brothers Inc to retrieve information from all personnel, educational institutions, government agencies, companies corporations, law enforcement agencies of the federal, state and or local level, or individuals, relating to my past activities, to supply any and all information concerning my background. Further, I hereby release all of those entities from any liability resulting in providing such information. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, accidents and personal injury, personal history, driving history, criminal records, and information related to my participation in, and results of, any drug testing conducted . I understand that a report may be prepared summarizing this information. If my prior employers and /or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics and/or mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the reporting agency. I understand that proper identification will be required and that I should direct my request to the reporting agency that provided the report.

Applicant Signature

I hereby certify that all the statements and answers set forth during the application process to Trombly Brothers Inc., both orally and in writing, including but not limited to the application form and/or my resume, are true and complete to the best of my knowledge. I understand that acceptance of an offer of employment does **not** create a contractual obligation upon the employer to continue to employ me in the future. I understand that if my representations are false or I have omitted relevant information, such false representations or omissions will be just cause to deny me employment or to terminate my employment if it has begun.

A photocopy of this authorization shall be accepted with the same authority as the original

Applicant Signature (required) DATE