



Employment Application

"El banco de talento de Puerto Rico"

APPLICANT'S INFORMATION

Name: _____

Last Names	Name	Initial
_____	_____	_____

Postal Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: (____) _____ Emergency Contact: (____) _____ E-mail: _____

Physical Address: _____

Are you legally eligible to work in the U.S. or Puerto Rico? Yes No

Are you willing to work any shift, including Saturday and Sunday? Yes No

If No, please indicate availability of shift: Full-time Day (M-F); Part-time Day (M-F); Full-time Night (M-F);

Part-time Night (M-F); Full-time Rotary Shift; Part-time Rotary Shift; Weekends Only

Knowledge of Languages (you might select various):

Spanish: Speak Read Write English: Speak Read Write Other: _____ Speak Read Write

EDUCATIONAL BACKGROUND

Name and address of Institution where you have completed the highest level of education	From: / / To: / /	Degree & Major Field	Graduated Yes No

EMPLOYMENT HISTORY

Please state your former employments covering the last 10 years, beginning with you most recent job. (Highlight all skills and abilities to perform your work, such as software knowledge, etc.)

Name of Employer and Address:	For office use purposes	From: / / To: / / Reason for leaving:
	Job Title/Summary of duties and skills	
	Supervisor: _____ Phone No.: _____	
	Salary: \$ _____ <input type="checkbox"/> hourly; <input type="checkbox"/> weekly; <input type="checkbox"/> semi-weekly <input type="checkbox"/> bi-weekly; <input type="checkbox"/> yearly	
Name of Employer and Address:	For office use purposes	From: / / To: / / Reason for leaving:
	Job Title/Summary of duties and skills	
	Supervisor: _____ Phone No.: _____	
	Salary: \$ _____ <input type="checkbox"/> hourly; <input type="checkbox"/> weekly; <input type="checkbox"/> semi-weekly <input type="checkbox"/> bi-weekly; <input type="checkbox"/> yearly	
Name of Employer and Address:	For office use purposes	From: / / To: / / Reason for leaving:
	Job Title/Summary of duties and skills	
	Supervisor: _____ Phone No.: _____	
	Salary: \$ _____ <input type="checkbox"/> hourly; <input type="checkbox"/> weekly; <input type="checkbox"/> semi-weekly <input type="checkbox"/> bi-weekly; <input type="checkbox"/> yearly	

OTHER QUALIFICATIONS

Explain in detail additional skills you may have such as: software, technical knowledge, certifications, etc.

AFFIRMATIVE ACTION SURVEY (OPTIONAL)

Sex (Select one gender) M F **Are you veteran?** Y N

Ethnic group or race: Hispanic or Latin Other _____

How you knew about CTS, or referred by (mark one): Veteran's Organization; Office of Rehabilitation/Vocational; Rehabilitation-Vocational Office; Consortium/Partnership, Newspaper Ad; Department of Labor; Disabled People Organization; Technical/Vocational College; University; Online Ad; Web Page; Radio Advertisement; TV Advertisement; Referred by other company; Referred by an employee; Other: _____

Are you able to perform the essential functions of the job for which you applying with/without reasonable accommodation?
(A negative answer does not t automatically disqualify the applicant, as the nature of the job will be taken into consideration once the job opening arises)

Have you been convicted of any violation? Yes No **If yes, please provide details:**

(An affirmative answer does not automatically disqualify the applicant, as other details will be considered once a job opening arises)

APPLICANT'S INFORMATION

We are an Affirmative Action Employer for Equal Employment Opportunity. CTS does not discriminate by race, color, religion, sex orientation, health conditions, age, people with disabilities, veterans or any other protected by federal and state laws. In order to be able to develop statistical report that are part of our Affirmative Action Plan, you were asked to provide information on a voluntary basis that will not affect in any way your job application.

As part of our standard procedures to process your employment application, the information you provided herein with regards to your personal information and previous employment references, could be verified. If you made false representation or omitted information in this application, and you are subsequently recruited, your services might be ceased. Nevertheless, should you be interested in knowing the information obtained from your references verification, it might be obtained through a written request.

If necessary, you might be asked the following in order for us to make you a job offer: Provide your birth certificate or any other proof which validates your legal right to work in the U.S., undergo physical examination, drug testing, and ratify various agreements defining the terms related to working conditions.

I certify to have understood the information contained and provided in this application and are in agreement with the same.

Applicant's Signature

Date