



## APPLICATION FOR EMPLOYMENT

On Trac, Incorporated prides itself on being an Equal Opportunity Employer. We do not discriminate in matters of employment on the basis of sex, age, race/ethnicity, physical/mental disability, religion, marital or veteran status, ancestry, or place of origin. Offers of Employment are made on the basis of qualification- including experience, aptitude, attitude, and potential for success. All information obtained within this application will be held in confidence, subject to applicable law. Please INITIAL where requested as proof that you have read and understood the section.

**APPLICATION INSTRUCTIONS.** Please print clearly. Complete ALL information requested on this application form. If a question or item does not apply to you then answer with "NA". An application is NOT COMPLETE without your signature and date. You may attach a resume, but you must still complete all application questions. [ \_\_\_\_\_ **Initial**]

**APPLICATION PROCESS.** Not all applicants will be invited to interview. Depending on the type of position/work for which you are applying, some or all of the following processes/documents may apply: [ \_\_\_\_\_ **Initial**]

- Completion of a Basic Skills Test instrument (40 minutes)
- Completion of a separate Background Check Authorization form (WHR)
- Completion of a separate Drivers Information form (WIS)
- Proof/copy of Social Security Card and/or DMV License

### GENERAL INFORMATION

Date:	Name (Last, First, Middle):		
Current Address:		City:	State:
		Zip:	
Primary Phone Number:	Secondary Phone Number:	Email Address:	
Have you ever worked for On Trac, Inc. before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, when and where:	
What type of work are you seeking: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Any			
In which On Trac, Inc. location are you seeking employment? City: _____ State: _____		What position(s) are you applying for?	
What date would you be available for an interview?		What date would you be available to begin employment?	
How did you learn about this employment opportunity with On Trac, Incorporated?			

**PERSONAL INFORMATION**

Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there anything prohibiting you from meeting the daily attendance requirements of this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain:
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Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States of America?  Yes  No

Have you been convicted of, plead *nolo contendere* to, received deferred adjudication, or been imprisoned for a felony or aggravated offence during the last seven years? (a conviction will not necessarily bar you from hire):  Yes  No

If YES, please give explanation/description:

Current DMV License #: State of Issue:	Do you also hold a DMV license from another state? <input type="checkbox"/> Yes <input type="checkbox"/> No State of Issue:
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Do you have any current medical/health conditions which might require special accommodations in order to perform the functions of this job?  Yes  No

If YES, please give explanation/description:

What wage do you anticipate for this position?	Are you currently self-employed (i.e. Independent Contractor) working under an IRS 1099 status? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you occupied your current address for more than three (3) years?  Yes  No

If NO, please list here any previous address(es) within the past three years:

***TECHNICIAN APPLICANTS ONLY:***

On Trac, Inc. operates Fiber-to-the-Home projects across multiple cities and states, in addition to annual special projects and Emergency Recovery Services for various fiber deployments. The workflow management over such broad regions/projects often involves short-term needs for additional technicians. Applicants should be aware that limited travel may be required. Technicians on travel duty are commonly afforded transportation costs, per-diem assistance, and travel bonus, in addition to either production or hourly pay on-site (depending on type/scope of project). [ \_\_\_\_\_ **Initial**]

Given your current situation, would you be available for travel duty?  Yes  No

If YES, please check any box that would apply?  1-2 weeks project  2-4 weeks project

60-day projects  90-day projects  Any travel assignment

Please use this space for any explanation or comment concerning technician travel for short-term assignments:

## EDUCATION AND SKILL SETS

<p>For most positions, On Trac, Incorporated requires a minimum educational level of a high school diploma or an equivalent level of high school completion (i.e. G.E.D.). Further formal training or technical certifications are considered beneficial to employment qualifications. [_____ <b>Initial</b>]</p>	
<p>Check your highest level of formal education:    <input type="checkbox"/> HS Diploma    <input type="checkbox"/> Associate Degree    <input type="checkbox"/> Bachelor Degree</p> <p><input type="checkbox"/> Other :</p>	
<p>Name of the institution where you received the highest level of formal education:</p>	<p>Dates attended:</p>
<p>Any other trainings (technical and/or military) or certificates you received which you feel would benefit you in this particular position with On Trac, Inc. ?</p>	
<p>What machines or equipment have you operated which might relate to this particular position?</p>	
<p>Do you have any other personal skills or skill sets, abilities, qualifications, or licenses you wish to record on this application? If so, list those here:</p>	

## EMPLOYMENT HISTORY

<p>Please list in this section your last three employers. Begin with your <u>current</u> or most recent employer. If you held multiple positions with the same organization, detail each position separately. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment, including Reservist duty, or volunteer commitments. DO NOT complete this information with the notation "See Resume." PLEASE NOTE: On Trac, Inc. reserves the right to contact any/all current and former employers for reference information. [_____ <b>Initial</b>]</p>		
<p>Dates Employed: From: To:</p>	<p><input type="checkbox"/> Full-time    <input type="checkbox"/> Part-time <input type="checkbox"/> Temp        <input type="checkbox"/> Intern</p>	<p>Job Title:  (If part-time, avg. # hrs. per wk.:        )</p>
<p>Starting Wage:</p>	<p>Organization/Business Name and Address:</p>	
<p>Final Wage:</p>		
<p>Reason for Leaving?</p>	<p>Supervisor's Name, Title and Phone #:</p>	<p>You may contact this reference: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a final candidate</p>
<p>What were/are your primary duties in this job?</p>		

Dates Employed: From: To:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temp <input type="checkbox"/> Intern	Job Title:  (If part-time, avg. # hrs. per wk.:      )
Starting Wage:	Organization/Business Name and Address:	
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Final Wage:		
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What were/are your primary duties in this job?		

### APPLICANT'S STATEMENT

I understand that On Trac, Inc. follows an "employment at will" policy, in that On Trac, Inc. or myself may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that neither this document nor any offer of employment constitute an employment contract unless a specific document to that effect is executed by On Trac, Inc. and myself in writing. I further understand that at a minimum, my first 90-days of employment constitute a "new employee" period during which I must demonstrate my fitness for continued employment. I agree that if employed I will follow all company policies, rules, procedures, and all other directions pertaining to my employment. I understand that On Trac, Inc. reserves the right to add, change, and/or delete any policies, procedures, work rules, and/or benefits at any time.

I understand that an evaluation for hire may include full background check including DMV records. I understand that formal employment will require Employment Eligibility Verification documentation assuring authorization to work in the US, including verification through the E-Verify system of the Department of Homeland Security. I further understand that I will be required to agree to Employee Conduct and Work Rules as well as agreeing to Consent to Submit to Drug and Alcohol Testing in compliance with a drug-free workplace following allowed state and federal regulations (unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace).

I hereby authorize investigation of all statements and references contained in this Application for Employment, in resumes, on related papers and in interviews, as may be necessary in arriving at an employment decision. My signature below authorizes all persons, companies, schools, and corporations identified herein to furnish such information as may be reasonably requested. I hereby release On Trac, Incorporated, its affiliates, successors, and assigns, and all references from any liability that might be claimed because of information provided by such references.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for refusal of employment.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*