



## APPLICATION FOR EMPLOYMENT (Admin)

DTS, Inc. is an equal opportunity employer and does not discriminate in hiring or terms and conditions of employment on the basis of race, color, creed, national origin, ancestry, sex, age, or disabilities. No question on this application is intended to secure information to be used for such discrimination.

### PERSONAL INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

Name:

\_\_\_\_\_ Last First Middle Maiden

Address:

\_\_\_\_\_ Street (Apt) City, State Zip

How long have you lived at the above address: \_\_\_\_\_

Contact Information: ( ) ( )  
\_\_\_\_\_ Home Telephone Mobile Email

Are you over the age of 21? Yes  No

Do you have a valid Kentucky Driver's License? \_\_\_\_\_ License # \_\_\_\_\_

Has your driver's license ever been revoked or suspended? \_\_\_\_\_ If yes, please explain.

Have you had any moving violations in the past 3 years? \_\_\_\_\_, If yes, explain.

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain.

Are you eligible for employment in the United States? \_\_\_\_\_

Do you have any physical or mental conditions which may impair your ability to perform the required job duties? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

How did you learn about our company? Please circle:

Newspaper Computer Friend Current Employee Other, \_\_\_\_\_

Available Start Date: \_\_\_\_\_ Desired Pay Range: \_\_\_\_\_ per hr./week

Are you available to work: Full Time Yes  No  Part time Yes  No

Are you available to work Monday between Friday from 5 am to 6 pm? Yes  No



Are you available to work some Saturdays on a rotation basis?                      Yes      No

Days/Times you are not available to work: \_\_\_\_\_ Are you currently employed? \_\_\_\_\_

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**Qualifications:**

Please list any forms of education or training that you have had: (High School Diploma, Degree, etc.)  
Please include specific information such as dates achieved.

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Typing Skill level:     Beginner     Intermediate     Advanced

Microsoft Excel Skill level:     Beginner     Intermediate     Advanced

QuickBooks Skill level:     Beginner     Intermediate     Advanced

Do you have a smart phone?             Yes     No

Please list any work or personal experience you have working in an office environment.

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Please list your special skills or other items that may contribute to your abilities in performing the above mentioned position.

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Please provide any additional information you wish to share to help us better understand why you would be an asset to DTS, Inc.

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**EMPLOYMENT HISTORY**

**Please list your work history beginning with the most recent employment:**

| Dates Employed | Company Name | Role/Title | Wages | Phone Number |
|----------------|--------------|------------|-------|--------------|
|                |              |            |       |              |

List job duties performed and reason for leaving:

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| Dates Employed | Company Name | Role/Title | Wages | Phone Number |
|----------------|--------------|------------|-------|--------------|
|                |              |            |       |              |

List job duties performed and reason for leaving:

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**\*\*List additional work references or resume information on a separate attachment\*\***

**Additional Work / Character References: Other than Family or Friends**

| Name | Relationship | Address | Phone # |
|------|--------------|---------|---------|
|      |              |         |         |
|      |              |         |         |
|      |              |         |         |

I certify that the information contained on this application is correct to the best of my knowledge and understand that any misleading or false information is ground for dismissal in accordance with the policy of this company. I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing this information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application to: Email: dtsoffice@dts-ky.com or Fax: 270-678-5875

or Mail to: DTS, Inc. 719 Beckton Rocky Hill Road Glasgow, KY 42141