



TIEGERMAN

TEACHING THE EXTRAORDINARY

EXPERTS IN LANGUAGE AND COMMUNICATION DEVELOPMENT

APPLICATION FOR EMPLOYMENT

The policy of the TIEGERMAN is to provide equal employment opportunity to all applicants and employees without regard to race, religion, sex, age, national origin, disability, marital status, citizenship status, status as a victim of domestic violence, genetic predisposition, unemployment status, conviction or arrest record, or sexual orientation and to advance the principles of equal employment opportunity. TIEGERMAN will take all actions necessary to insure that applicants are not discriminated against.

Please **PRINT** all information requested. Make sure your entries are complete and legible.

Name: _____
Last Name First Name M.I.

Address: _____ Apt. No. _____

City: _____ State: _____ Zip Code: _____

Telephone No. (____) _____ Email Address _____

What position are you applying for? _____

Please list your skills and special expertise: _____

Certification/License: (attach copies) _____

Preference: Full Time _____ Part Time _____ Salary Requested \$ _____

Days available to work (please circle): M T W TH F Sa Sun Evenings (4-8pm)

How were you referred to us (check all that apply)?

- Walk In
- Relative/Friend currently employed with Tiegerman (state name) _____
- Advertised (state name) _____
- Agency(state name) _____
- Other referral (state name) _____



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EDUCATION:

Name and address of Graduate School or Special Training Institution:

Area of Concentration _____ Degree or Certification _____

Name and address of Undergraduate School _____

Area of concentration _____ Degree _____

Name and address of High School: _____

Major _____ Diploma _____

EMPLOYMENT HISTORY:

| Start Date | End Date | Company Name | Position/Title | Supervisor Name/Title | Reason for Leaving |
|------------|----------|--------------|----------------|-----------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

May an inquiry be made of you to your current employer regarding your work, character and/or qualifications?

Yes _____ If not now, when? _____

MILITARY:

Have you ever been in the armed forces? ____ Yes ____ No Dates of Service: _____

By my signature below, I affirm that I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete. I understand that omission, or misrepresentation, of any information from this application, or during my interview, will cause for immediate dismissal. I authorize TIEGERMAN to obtain reference information about me and release all persons from liabilities for responding to such requests. If hired, I agree to abide by all of TIEGERMAN rules and regulations and understand that, if employed, my employment may be terminated, with or without cause, and with or without notice, at any time, at the option of TIEGERMAN or me. I further understand that no representation, whether oral or written, by any representative of TIEGERMAN, at any time, constitutes a contract of employment.

Signature of Applicant

Date



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PROFESSIONAL REFERENCE

CANDIDATE'S NAME:

REFERENCE NAME:

TITLE:

REFERENCE E-MAIL ADDRESS:

REFERENCE PHONE #:

ORGANIZATION:

I hereby authorize you to release to TIEGERMAN any/all information regarding my employment with you. (Reference cannot be a relative).

Applicant Signature

Date

REFERENCE INFO (HR OFFICE USE ONLY):

Applicant employed with you: From _____ to _____

Position/Title: _____

Job Duties: _____

| | <u>Good</u> | <u>Adequate</u> | <u>Poor</u> |
|-----------------|-------------|-----------------|-------------|
| Quality of work | _____ | _____ | _____ |
| Attendance | _____ | _____ | _____ |
| Integrity | _____ | _____ | _____ |
| Cooperation | _____ | _____ | _____ |

Would you rehire this person? _____ Yes _____ No

Other comments (Your remarks are the most important part of this questionnaire).

HR Signature

Date



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