



Employment Application

Tanis Inc. is an Equal Opportunity Employer

Thank you for your interest in employment with Tanis, Incorporated (Tanis, Inc.). Please fill in all information requested to help us in our screening process and consider candidates for positions that best meet their qualifications and Tanis' needs. (Resumes may be included but do not replace the requirement to complete this form). Incomplete applications will not be considered. Applications are considered active for 90 days. If you need any assistance in the completion of this form or in our application process, please ask and we will be glad to assist.

Applicant Information

Name (first, middle, last)	Mobile Telephone
Address (street, city, state, zip code)	Home Telephone
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)	Email Address:
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying and have obtained a valid work permit.	
Are there other names under which you have worked or attended school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list for reference checking purposes.	

Position Applying For

Looking for	Shift Preference	Hours
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	
How soon are you looking to start:		
How did you hear about us? <input type="checkbox"/> Temp Agency <input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> School <input type="checkbox"/> Other <input type="checkbox"/> Employee referral Name of employee:		
Have you ever: <ul style="list-style-type: none"> - applied to Tanis, Inc. before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: - worked at Tanis, Inc. before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, position(s) held and dates worked: 		
Do you have any relative(s) currently working for Tanis, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are their name(s) & relationship(s) to you?		
Have you been convicted of a crime, which has not been removed from your record, or have an arrest with a pending conviction? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state date, place, and nature of conviction.*		
*Note: A criminal record does not constitute an automatic bar to employment. It will be considered only as it relates to the job for which you are applying.		

Education

School	Name & Location (city, state)	Number of Years Attended	Major subjects	Diploma or Degree Received
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:



Employment History (start with most recent; use separate sheet if necessary)

Have you ever been discharged or asked to resign from any position? ☐ Yes ☐ No If yes, please explain.

Name of Employer:	Job Title:
Address:	Employment Dates (month and year)
Telephone:	From: To:
Name of Immediate Supervisor:	Reason for Leaving:
Description of Duties:	
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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Training Courses

Please describe the manufacturing machines and equipment you have experience with.

Please describe your computer proficiency, software knowledge, and office equipment experience.

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

Employment References

List individuals familiar with your job qualifications (no relatives or personal friends).

Name:	Relationship:	Telephone:
Title:	How long known?	Email Address:
Name:	Relationship:	Telephone:
Title:	How long known?	Email Address:
Name:	Relationship:	Telephone:
Title:	How long known?	Email Address:

**Required License(s)**

If position requires, are you willing to travel? ☐ Yes ☐ No

If required to drive a vehicle for the job a, state your: 1) driver's license number 2) state issued

Are you licensed with any group, association or society relating to the job you are applying for? ☐ Yes ☐ No

Registration or License Number

State Issued

Expiration Date

Please Read Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize Tanis Inc. to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. The relationship between you and Tanis Inc. is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Tanis Inc. No representative of Tanis Inc. has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and the Company's President.

Signed by _____ Date _____

Thank you for your interest in Tanis Inc.

For HR / Office use only



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