



6060 Huntington Ct. NE
 Cedar Rapids, IA 52402
 319-395-9777
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 www.adtrack.com

THE ADTRACK CORPORATION
 APPLICATION FOR EMPLOYMENT
 AN EQUAL OPPORTUNITY EMPLOYER

 Today's Date

Personal Information					
Name (Last)		(First)		(Full Middle Name)	Social Security Number
Current Address			City	State	Zip Code
What position are you applying for?			Salary desired	Date available for employment?	e-mail address
Are you willing to relocate? Yes No	Are you willing to travel if required? Yes No	Any restrictions on hours, weekends, or overtime? If yes, explain. Yes No			
Have you ever been employed by this company before? Yes No		Indicate Location and Dates			
Can you, after employment, submit verification of your legal right to work in the United States? Yes No		Have you ever been convicted of a felony? If yes, explain. Yes No			
How were you referred to us? Advertisement Employment Agency By an employee If so, give name: _____ Walk-in Other _____			Military Record Branch of Service _____ Date Inducted and Rank _____ Date Discharged and Rank _____ Primary Military Occupation _____		
Personal Driving Record					
This section is to be completed ONLY if the operation of a motor vehicle will be required in the course of the applicant's employment					
Within the past five years have you been convicted of reckless or drunken driving? Yes No If yes, give dates:			Is your driver's license restricted? If yes, explain: Yes No		
Has your driver's license ever been revoked or suspended? If yes, explain: Yes No					
Performance of Job Functions					
Are you able to perform all the functions of the job for which you are applying, with or without accommodation? Yes, without accommodation Yes, with accommodation No					
If you indicated you can perform all the functions with an accommodation, please explain how you would perform the tasks and with what accommodation.					
Education					
School level	School name & address	No. of Years Attended	Did you graduate?	Course of study	
High School					
Vo-Tech. Business or Trade School					
College					
Graduate School					
Other					

LastName

First name

Date

Former Employers (List below last four employers, starting with last one first.)				
Date Month & Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Computer Skills

Check the skills in which you are proficient.	✓	Explain how and where you have used these skills.
10 Key Keypad		Software programs used:
Peachtree		
Slide presentation / PowerPoint		
Word Processing / Word		Software programs used:
Create / revise documents		
Set up / use mail merge		
Create / manipulate tables		
PC Spreadsheet / Excel		Software programs used:
Data entry		
Design spreadsheets		
Create graphs		
Create formula		
PC Database / Access		Software programs used:
Data entry		
Design databases		
Design queries and reports		
Create relationships		
Desktop Publishing / Graphics		Software programs used:
Design publications		
Layout and paste-up		
Scan and import images		
Create graphics		
Web Page Development		Software programs used:
Design Web pages		
Use FTP program		
Maintain ongoing web site		

Other relevant skills and/or training:

Professional References

Name	Title	Business Relationship	Phone
1			
2			
3			

I certify that the facts set forth in the application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The AdTrack Corporation is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at AdTrack is "at will", which means that either AdTrack or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. I understand that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by AdTrack. I agree to conform to AdTrack's rules and regulations as stated in the Employee Handbook. I understand that no company representative, other than its president has the authority to alter the foregoing.

Signature _____

Date _____