

DataXport.Net, LLC Employment Application

INSTRUCTIONS: Print in black or blue ink. If a question is not applicable, write N/A. **Do not leave any fields blank.**
 Sign and date when completed. DataXport is an Equal Opportunity Employer.

Name		SSN	Today's Date	
Mailing Address (Street, City, State, Zip Code)				
Daytime Phone	Alternate Phone	Emergency Contact (Name and Phone)		
Email Address		Valid Driver License or ID No.	State and Expiration Date	
Referred by? Or How did you hear about DataXport?				
Position Desired	Desired Schedule (circle all applicable) Full Time - Part Time - Seasonal/Temp - WE Program		Date Available to Start	
List any schedule restrictions, including dates/times unavailable to work:			Willing to Work Overtime?	
Have you ever been convicted of a misdemeanor or felony? _____ Have you ever been subjected to a deferred adjudication (sentenced to probation) of any charge? _____ If you answered "yes" to either of the above questions, please explain in concise detail on the back of this application giving dates and nature of the offense(s), name and location of court(s), and disposition of case(s). A conviction alone may or may not disqualify you from employment. However, a false statement will disqualify you.				
EDUCATION: You may be required to provide proof of diploma, degree, transcripts, licenses, and certifications. Have you received a High School Diploma or GED? (please specify which) _____ If not, what is the highest grade level completed? _____				
TYPE OF SCHOOL	SCHOOL NAME & LOCATION	GRADUATED? (YES/NO)	TYPE OF DEGREE OR CERTIFICATE	PROVIDE SCHEDULE (IF CURRENT STUDENT)
Technical or Vocational				
College or University				
SPECIAL TRAINING/SKILLS/QUALIFICATIONS: List all job related training or skills you possess and office/computer equipment you can use, including types of software and hardware.				
Assessment Scores	Net Typing Speed (WPM)	Analytical Skills %	Customer Service Mindset %	Spelling/Grammar %
English Proficiency (Please circle one) None - Poor - Fair - Good - Excellent		Spanish Proficiency (Please circle one) None - Poor - Fair - Good - Excellent		

EMPLOYMENT HISTORY: Include all previous work experience. List your most recent employment first. Describe your qualifications and duties in as much detail as possible. Use an additional sheet if necessary. Work experience must be recorded here, even if a resume is provided.

Employer Name and Address		Telephone	Supervisor Name
Title/Position Held	Dates Employed (mm/yy - mm/yy)	Average Hours Worked Per Week	
Reason for Leaving			
Summary of Experience/Duties Performed			
Employer Name and Address		Telephone	Supervisor Name
Title/Position Held	Dates Employed (mm/yy - mm/yy)	Average Hours Worked Per Week	
Reason for Leaving			
Summary of Experience/Duties Performed			
Employer Name and Address		Telephone	Supervisor Name
Title/Position Held	Dates Employed (mm/yy - mm/yy)	Average Hours Worked Per Week	
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Summary of Experience/Duties Performed			
Employer Name and Address		Telephone	Supervisor Name
Title/Position Held	Dates Employed (mm/yy - mm/yy)	Average Hours Worked Per Week	
Reason for Leaving			
Summary of Experience/Duties Performed			

Please read the following statements carefully. By signing this application, you indicate your understanding and acceptance of the following:

1. I certify that all the information provided by me in connection with my application, whether on this document or provided separately, is true and complete, and I understand that any misstatement or falsification of information may be grounds for refusal to hire, or if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States. If I am offered employment at DataXport, I **MUST** provide these documents **on or before** my first day of employment.
 Documents must be on USCIS's list of acceptable documents for establishing identity and employment authorization. Expired documents will NOT be accepted. The most common documents
 - A valid U.S. passport, U.S. passport card, or permanent resident card; OR
 - A valid photo ID AND one of the following: Social Security Card, birth certificate, or employment authorization document issued by the Department of Homeland Security.
3. I authorize any of the persons or organizations referenced in this application to provide DataXport.Net, LLC any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regards to any of the subjects covered by this application, and I hereby release all such parties from all liability from any damages which may result from furnishing such information.
4. I understand that given the nature of work at DataXport and in order to be considered for employment, I will be responsible for obtaining a pre-employment background check and drug test at my expense. I understand that by signing below, I give consent to DataXport to request my full criminal background information from the Texas Department of Public Safety if necessary.
5. I understand that I may need to provide additional documentation in order to be considered for certain positions, such as a valid driver license and driving record, or applicable certifications.

THIS APPLICATION MUST BE SIGNED BY THE APPLICANT AND BY A DATAEXPORT REPRESENTATIVE UPON RECEIPT

 Signature of Applicant

 Date

 Signature of DX Representative

 Date

FOR INTERNAL USE ONLY - NOT TO BE COMPLETED BY APPLICANT

Interview Date	Interview Time	Interviewer(s) Present