

ADAMS TECHNICAL MAINTENANCE SERVICES CO., INC.

APPLICATION FOR EMPLOYMENT

Before filling out the Application for Employment,
please read the Guidelines, Statements and
Instructions carefully.

EMPLOYMENT APPLICATION

Applicant Information

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Home) _____ (Cell) _____

Social Security Number _____ - _____ - _____

Position applied for: _____ Date _____

Have you ever applied to this company before: ____ Yes ____ No If yes, give date _____

Date you can start: _____ Salary Desired: _____

Are you currently employed: ____ Yes ____ No

May we contact your current employer: ____ Yes ____ No

Are you currently on layoff status and subject to recall: ____ Yes ____ No

Do you possess a current driver's license: ____ Yes ____ No

If yes, give number _____

Are you legally eligible to work in the United States of America: ____ Yes ____ No
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Are you able to satisfactory performing the essential job duties required of the position for which you are applying, either with or without reasonable accommodations? ____ Yes ____ No

Employment is conditional upon the results of physical. An answer of "no" may disqualify you from employment depending on the circumstances involved. If "No", please explain . _____

Adams Technical Maintenance Services Co., Inc. is an Equal Opportunity Employer

Employment History: This section must be completed if you attach a resume. List your last three employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer: _____ Address: _____ _____ Duties: _____ _____ Reason for leaving: _____ _____	Date Started _____ Date Left _____ Supervisors Name: _____ & Phone Number: _____ Salary _____ Job Title _____
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Comments: _____

Do you have adequate transportation to and from work? _____ Yes _____ No

Do you have and friends or relatives who work for the Company? ____ Yes ____ No If "Yes", who? _____

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocation or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business or Trade.

School:	Years Completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes NO	
College:	1 2 3 4	Yes NO	
Other:	1 2 3 4	Yes NO	

Special Skills & Experience: State and special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying. _____

References: Provide the name, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address	Phone Number:	Years Known:

Understanding and Agreements:

As an applicant for a position with Adams Technical Maintenance Services Co., Inc., I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if Adams Technical Maintenance Services Co., Inc. later discovers that information on this form was incomplete, untrue or inaccurate. I give Adams Technical Maintenance Services Co., Inc., the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give Adams Technical Maintenance Services Co., Inc. the right to secure additional job-related information about me. I release Adams Technical Maintenance Services Co., Inc., and its representatives from all liability for seeking such information. I understand that Adams Technical Maintenance Services Co., Inc. is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that Adams Technical Maintenance Services Co., Inc. will make reasonable accommodations as required by the Americans with Disability Act. I understand that, if employed I may resign at any time and that Adams Technical Maintenance Services Co., Inc., may terminate me at any time in accordance with its established policies and procedures. No representatives of Adams Technical Maintenance Services Co., Inc. may make any assurance to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug or psychological tests. I also understand that some positions may involve background and criminal checks.

For your application to be considered, you must sign and date below.

Applicants Signature _____ Date _____

Adams Technical Maintenance Services Co., Inc.

Application for Employment Acknowledgement Statement of Waiver

I certify to the best of my knowledge, the information contained in this application and the answers given by me are true and complete.

Furthermore, I give Adams Technical Maintenance Services Co., Inc., authorization to investigate all of the statements made in this application as may be necessary in arriving at an employment decision.

I fully understand that nothing set forth in this employment application, or in the granting of an interview is intended to create an employment agreement between myself and Adams Technical Maintenance Services Co., Inc. for either employment or the provision of any benefits.

I also acknowledge that unless otherwise defines by law, any employment relationship with Adams Technical Maintenance Services Co., Inc. is classified of an "at will" nature, which means that I may resign at any time and that Adams Technical Maintenance Services Co., Inc. can discharge me as an employee at any time, with or without cause. I understand that no promise, representation or agreement to the contrary to the foregoing is binding on Adams Technical Maintenance Services Co., Inc. unless it is authorized in writing by the owner Stephen J. Kocinski.

In the event that Adams Technical Maintenance Services Co., Inc. employs me and it is discovered that I have provided false or misleading information on the application or during the interview, I may be liable to disciplinary action including termination. I further accept and acknowledge that I am required to abide by all the rules and regulations of Adams Technical Maintenance Services Co., Inc.

Lastly, I understand that the Immigration Reform Control Act of November 6, 1986 requires that I provide Adams Technical Maintenance Services Co., Inc. with legal proof of my residence or citizenship. I am fully aware that should I fail to provide such proof, I may be subject to termination.

Signature

Date

Adams Technical Maintenance Services Co., Inc.
489 Redwood Avenue
Woodbury Heights, NJ 08097
856-848-6623
856-845-7020 – Fax
adamstech@comcast.net

Employment Guidelines

**Before completing the accompanying application for employment,
please read the following instructions and statements carefully.**

1. To be considered for employment, all questions on the application must be answered.
2. Applicants are required to provide Adams Technical Maintenance Services Co., Inc. with the names, addresses, and telephone numbers of two prior work related managers or supervisors who can verify employment and rate your performance.
3. Any individual hired by Adams Technical Maintenance Services Co., Inc. is required to complete a 90 days probationary period and attain a satisfactory job performance evaluation in order to continue employment with Adams Technical Maintenance Services Co., Inc.
4. In accordance with the Federal Guidelines dealing with the American's with Disability Act of 1990, Adams Technical Maintenance Services Co., Inc. application asks whether or not you are capable of performing the specific job related function for the position you are applying for, with or without reasonable accommodation.
5. If you receive a conditional job offer, Adams Technical Maintenance Services Co., Inc. requires that as a pre-condition to full-time employment, a complete medical examination and drug screen will be necessary. Adams Technical Maintenance Services Co., Inc. reserves the right to withdrawal the conditional job offer and reject employment if the medical examination determines that the job functions of the position cannot be performed with reasonable accommodation. Adams Technical Maintenance Services Co., Inc. reserves the right to withdraw a conditional job offer if the prospective employee receives a positive drug test result.
6. In accordance with the Civil rights Act of 1964 and regulations governing affirmative action, equal employment opportunity and the Federal Americans with Disability Act of 1990, Adams Technical Maintenance Services Co., Inc. prohibits discrimination in employment and ensures that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affection or sexual orientation or the presence of a non-job related medical condition or disability or any legal protected status.

7. Applicants must sign an Acknowledgement Statement on Page 1 of this application which indicates that the applicant understands that unless otherwise defined by law, any employment relationship with Adams Technical Maintenance Services Co., Inc. is an "at will" status. This means that the employee has the right to resign at any time, and that the employer, that is Adams Technical Maintenance Services Co., Inc. may discharge an employee at any time with or without cause. The "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically authorized in writing by the owner, Stephen J. Kocinski.
8. If you receive a conditional job offer, Adams Technical Maintenance Services Co., Inc. requires that a criminal background check be performed. Employment is conditional upon the results of the criminal background check. Adams Technical Maintenance Services Co., Inc. reserves the right to withdrawal the conditional job offer and reject employment upon results of criminal background check.
9. False or misleading information, or the submission of any false or misleading documents provided in or with the applicant, or as a part of any interview, may result in the discharge of the person should he/she be employed by Adams Technical Maintenance Services Co., Inc.

Should you have any questions or require a clarification of any item, please as before signing this document.

I, (print) _____, do hereby acknowledge that I have read and understand all of the instructions and statements set forth above.

Please return this signed form with the fully completed and signed application. A copy of this form will be given to you if you request it.

Signature

Date