



EMPLOYMENT APPLICATION

Taylor Studios, Inc.
1320 Harmon Drive
Rantoul, IL 61866
(217) 893-4874
www.taylorstudios.com

General Information: Please type or print clearly. You must fully and accurately complete this Employment Application. Incomplete applications will not be considered. This Employment Application will be inactive after six (6) months. If you want to be considered after that time, you must complete a new Employment Application.

Position Applied For: _____ Date of Application: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Other: _____

Email: _____ May we contact you at work? Yes _____ No: _____

Have you been previously employed by Taylor Studios, Inc? Yes: _____ No: _____

If yes, give position and dates employed -- Position: _____ From: _____ To: _____

What is your desired salary range or hourly rate of pay? \$ _____ per _____

Are you eligible for employment in the United States? Yes: _____ No: _____

Are you 18 years of age or older? Yes: _____ No: _____

Referral Source: _____ Website _____ Newspaper: _____
Job Fair _____ Other _____

Check yes or no to the following five questions. Within the past five years, have you:

- Yes: _____ No: _____ 1. Had your driver's license suspended or revoked?
Yes: _____ No: _____ 2. Left a job at the employer's request? (Exclude layoffs affecting multiple employees.)
Yes: _____ No: _____ 3. Been disciplined or placed on probation in your employment?
Yes: _____ No: _____ 4. Have you failed to meet job requirements in any of the following categories?
Attendance: _____ Safety: _____ Performance: _____ Conduct: _____
Yes: _____ No: _____ 5. Have you pled "guilty" or "no contest" to, or been convicted of a felony?
NOTE: You are not obligated to disclose and therefore, should not disclose the existence of any conviction or arrest which have been sealed or expunged pursuant to Chapter 20 Section 2630/12 of the Illinois Compiled Statutes.

If you answered "Yes" to any of the above five questions, please explain what happened and provide dates: _____

Employment History

List your work history. Start with your PRESENT or MOST RECENT job. Include both paid and job-related unpaid/volunteer work. You may list any additional employers on an attached sheet

Employer	Address	City	State	Zip Code
Supervisor's Name	Phone Number	Dates Employed (MM/YY) From To	Hours per week	

Job Title:	Reason for wanting to leave:	May we contact? (If no, please explain why) Yes: _____ No: _____
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Job Duties:

Employer	Address	City	State	Zip Code
Supervisor's Name	Phone Number	Dates Employed (MM/YY) From To	Hours per week	

Job Title:	Reason for leaving:	May we contact? (If no, please explain why) Yes: _____ No: _____
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Job Duties:

Employer	Address	City	State	Zip Code
Supervisor's Name	Phone Number	Dates Employed (MM/YY) From To	Hours per week	

Job Title:	Reason for leaving:	May we contact? (If no, please explain why) Yes: _____ No: _____
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Job Duties:

Employer	Address	City	State	Zip Code
Supervisor's Name	Phone Number	Dates Employed (MM/YY) From To	Hours per week	

Job Title:	Reason for leaving:	May we contact? (If no, please explain why) Yes: _____ No: _____
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Job Duties:

Explain all gaps in employment and any discharges:

Education

Name of School and Full Address	Major/Area of Study	Did You graduate:	Name of Degree/Diploma
High School		Yes: _____ No: _____	
College		Yes: _____ No: _____	
Graduate School		Yes: _____ No: _____	
Trade or Business School		Yes: _____ No: _____	
Other		Yes: _____ No: _____	

Military Experience

Do you have military experience? Yes: _____ No: _____ If yes, what Branch of the military? _____

Describe skills learned and/or duties performed which relate to the position you are applying for: _____

Skills and/or Training

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. _____

References

Please list three professional references not related to you.

Name	Address	Phone

Applicant Statement

In exchange for the consideration of my job application by **Taylor Studios, Inc**, I agree that:

I certify that the information contained in this Application and all other information provided to secure employment with **Taylor Studios, Inc** is correct to the best of my knowledge.

I authorize investigation of all statements contained in this application. I also grant permission for **Taylor Studios** to contact and obtain information from all references, unless otherwise indicated, employers, educational institutions, licensing authorities and public agencies to verify the accuracy of all information that I provide via this application, resume and/or job interview. I release all parties from all liability that may result from such contact and release of information.

I understand that **Taylor Studios, Inc** does not discriminate in recruitment or employment and that no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that the if any information provided by me is found to be false or misrepresented by me in any respect, **Taylor Studios, Inc** will have sufficient cause to 1) eliminate me from further consideration for employment, or 2) immediately terminate my employment upon discovery of the falsification or misrepresentation.

I understand that, in connection with the routine processing of this employment application, **Taylor Studios, Inc** may request an investigative report from a consumer reporting agency that may include information such as my credit records, character, and general reputation. Upon written request from me, **Taylor Studios, Inc** will provide me with additional information concerning the nature and scope of any such report requested, as required by the Fair Credit Reporting Act.

I understand that neither this document nor any offer of employment shall constitute an employment contract for a specific period or definite duration.

I understand that, if hired, my employment with **Taylor Studios, Inc** shall be probationary for a period of ninety (90) days. I further acknowledge that my employment may be terminated, and any offer of employment may be withdrawn, with or without prior notice, at any time, at the option of either **Taylor Studios, Inc** or me.

I also understand that, if hired, I will be required to provide two different documents to show proof of identity and legal authorization to work in the United States and that I will be required to complete an I-9 Form listing these documents in accordance with federal law.

I certify that I have read, fully understand and accept all terms in the Applicant Statement.

Signature of Applicant

Date