



**Personal Data**

Name (Last, First, Middle Initial): \_\_\_\_\_ Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security No: \_\_\_\_\_ Are you 18 years or older?  Yes  No

Home Phone: ( ) \_\_\_\_\_ Message Phone: ( ) \_\_\_\_\_

Previous Address

(if less than 2 years \_\_\_\_\_

at present address): City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If employed, can you provide proof of US citizenship?  Yes  No

Position(s) for which you are applying: \_\_\_\_\_

Referred by: \_\_\_\_\_

Have you ever been convicted of a crime (other than a traffic violation) or been imprisoned during the last seven (7) years? (A conviction will not necessarily bar you from employment.)  Yes  No

Explain: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

Driver's license number: \_\_\_\_\_ State of issue \_\_\_\_\_ Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?  Yes  No How many? \_\_\_\_\_

Have you had any moving violations during the past three years?  Yes  No How many? \_\_\_\_\_

Names of friends or relatives employed (current or previously) by this company:

Do you have any physical or mental disability that may limit your performance of the duties required for the job for which you are applying? If so, what can be done to accommodate your limitation(s)?

**Education Record**

High School: \_\_\_\_\_ Dates attended: \_\_\_\_\_

Address: \_\_\_\_\_

Degrees or Diplomas: \_\_\_\_\_

College/University: \_\_\_\_\_ Dates attended: \_\_\_\_\_

Address: \_\_\_\_\_



# LTS

United Technology Service, Inc.

5310 Lake Pointe Center Drive, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618

Web: [www.utechserve.com](http://www.utechserve.com)

Degrees or Diplomas: \_\_\_\_\_

Trade or Technical School: \_\_\_\_\_ Dates attended: \_\_\_\_\_

Address: \_\_\_\_\_

### ***Military Service***

Branch of Service: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Reason for Discharge: \_\_\_\_\_

Duties/Special Training: \_\_\_\_\_

### ***Employment History***

Begin with the most recent employer. Attach additional sheets if necessary, including resume.

Employer (1): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Manager/Supervisor's Name: \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Employer (2): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Manager/Supervisor's Name: \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Why did you leave?: \_\_\_\_\_



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Employer (3): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Manager/Supervisor's Name: \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Why did you leave?: \_\_\_\_\_

### **References:**

List three (3) professional references that are familiar with the quality of your work, have worked directly with you, and have known you at least two (2) years:

Reference (1): \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference (2): \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference (3): \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **In Your Own Words...**

Where do you believe that the direction of technology is heading and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Where do you see yourself fitting into the UNITED TECHNOLOGY SERVICE, INC. team initially? In the future?

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### ***Interview Questions...***

1. Describe your career goals: \_\_\_\_\_

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2. How do you plan to achieve these goals? \_\_\_\_\_

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3. What factor(s) do you feel may hinder your success? \_\_\_\_\_

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4. What do you expect from your manager? \_\_\_\_\_

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5. How do you determine your priorities? \_\_\_\_\_

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6. What are your most significant accomplishments? \_\_\_\_\_

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7. How do you deal with people you don't like? \_\_\_\_\_

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