



TO BE COMPLETED BY HIRING MANAGER

LOCATION # _____
POSITION _____
JOB CODE _____
EMPLOYEE NUMBER _____
PAY RATE _____
STATUS FT/PT/OS _____

## APPLICATION FOR EMPLOYMENT

OTO Development, LLC Co., Inc. is proud to be an Equal Employment Opportunity employer. The Company will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. Please inform the Company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

**This application remains active for sixty (60) days.**

### GENERAL INFORMATION

Full Name _____	Date _____
FIRST                    MIDDLE                    LAST	
Address _____	
STREET  CITY                    STATE                    ZIP CODE	
Phone Number (____) _____	Date available for work _____
Alternate Phone Number (____) _____	E-mail (optional) _____
Have you previously worked for OTO Development, LLC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, When? _____ Where? _____	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law.)	
Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If under the age 18, please state your age: _____ (The primary reason for this question is to address any child labor laws.)	
How were you referred to OTO Development, LLC? _____	
_____	

## POSITION INFORMATION

Type of work desired? \_\_\_\_\_ Salary range expected (required) \_\_\_\_\_

Applying for:       Full-time       Part-time       Seasonal

If required, are you able to travel?       Yes  No

If required, are you willing to relocate?  Yes  No

If yes, percentage of time willing to travel \_\_\_\_%.      Are you available to work overtime?  Yes  No

Are you available to work any shift?       Yes  No

Please specify times you are not available to work. \_\_\_\_\_

## EDUCATION

Type of School	School Name With City & State	Highest Grade Completed	Course of Study or Major
High School or G.E.D. equivalent		9 10 11 12/GED	
College or University		1 2 3 4	
Vocational or Trade School			
Graduate School			
Other (including military training)			

## BACKGROUND INFORMATION

During the past seven years, have you ever been discharged, suspended or asked to resign from any position?  
 Yes     No    If yes, please explain. \_\_\_\_\_

**(Connecticut Applicants:** Please do not complete the section below. See state addendum.)

Have you ever been convicted of a felony which has not been expunged or sealed by a court?       Yes     No Record

You may answer "no record" if a conviction has been sealed or expunged or otherwise statutorily eradicated. If you checked yes, please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**California Applicants:** You should answer "No Record" with respect to any conviction for a marijuana offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial diversion program.

## PROFESSIONAL REFERENCES

List three professional references (other than those listed as current/former supervisor) that we may contact:

Name _____	Telephone No. ( ) _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. ( ) _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. ( ) _____
Email Address _____	Type of Acquaintance _____



**PLEASE READ CAREFULLY BEFORE SIGNING**

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result before being permitted to commence work with OTO Development, LLC. I hereby certify that the information given by me is true in all respects. I authorize OTO Development, LLC and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested. I understand employment with OTO Development, LLC is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. **I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (the employer or me) without prior notice to the other, unless otherwise prohibited by law. I understand that no representation, whether oral or written, by any representative or agent of OTO Development, LLC, at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of OTO Development, LLC has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the President of OTO Development, LLC.**

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

**MARYLAND LIE DETECTOR LAW – “UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.”**

Acknowledgment of Maryland Lie Detector Law: \_\_\_\_\_

Date \_\_\_\_\_

STATE ADDENDUM

CONNECTICUT APPLICANTS – BACKGROUND INFORMATION

1. Have you ever been convicted of a crime? (A conviction will not necessarily be a bar to employment.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered “yes,” please describe the nature of the offense, the date of the convictions and the nature of any rehabilitation.

---

---

**Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a are records related to (a) determinations of “delinquency” or that, as a child, you were a member of a family with service needs, (b) a ruling you are a “youthful offender”, (c) a finding you are not guilty for a criminal charge, or (d) a conviction for which you have received an “absolute pardon”. Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**