

Application For Employment (Please print clearly)

To applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible promotion. A proof of legal right to work in the United State of American will be required upon employment

Applicant Information									
Full Name:							Date:		
<i>Last</i>			<i>First</i>		<i>M.I.</i>				
Present Address:									
<i>Street Address</i>					<i>Apartment/Unit #</i>				
	<i>City</i>				<i>State</i>		<i>ZIP Code</i>		
Phone:		()		E-mail Address:					
Date Available:				Social Security No:					
Position Applied for:				Rate of pay expected :		Hourly/ Monthly <input type="checkbox"/> <input type="checkbox"/>			
Date of Birth:				Are you over age 18?		YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for this company?							YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If yes, what was the position and when?									
Do you have any physical condition which may impact your ability to perform the job applied for?							YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If so, how may we accommodate your limitation?									
Have you ever been convicted of any misdemeanor or felony in the past 20 years?							YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If yes, explain:									
Are there any other experience, skills or qualifications which you feel would especially fit you with our organization?									

Education

This information is requested to verify your school attendance.

High School:		Address:					
From:	To:	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
College:		Address:					
From:	To:	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
Other:		Address:					
From:	To:	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	

Previous Employment

List below all present and past employments in the last 5 years. Beginning with the most recent. If necessary, use a separate sheet of paper. Please also explain any gaps in employment history.

1	Company:		Phone: ()	
Address:				
Job Title:		Supervisor:		Contact Info:
Responsibilities:				
From:	To:	Reason for Leaving:		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Company:		Phone: ()	
Address:				
Job Title:		Supervisor:		Contact Info:
Responsibilities:				
From:	To:	Reason for Leaving:		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	Company:		Phone: ()	
Address:				
Job Title:		Supervisor:		Contact Info:
Responsibilities:				
From:	To:	Reason for Leaving:		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>

Military Service

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, explain:		

References

Please list three professional references, not former employers nor relatives.

Full Name:		Relationship:	
Company:		Phone:	()
Address:			
Full Name:		Relationship:	
Company:		Phone:	()
Address:			
Full Name:		Relationship:	
Company:		Phone:	()
Address:			

Disclaimer and Signature

(Please read carefully before signing.)

"I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, personal habits, mode of living, credit and indebtedness may be obtained prior to any final offer of employment. Upon timely written request to the personnel department of the company, the nature and scope of the report will be disclosed to me."

"I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application."

"I agree, as a condition of my employment (should I be employed by the Company), to submit to a medical examination if requested and based on the position that I accept or urinalysis test if requested and paid for by the company I further agree to the search or examination of myself or personal property while on the company's premises or while conducting its business elsewhere, I also authorize any company, school, police or security personnel, or other person to give any information regarding my employment, habits, ability, or any other characteristics whatsoever, together with any information they have regarding me whether or not it is in their records. I hereby release all physicians, examiners, companies, schools, or other persons from liability for any damages whatsoever for such testing, examining, or issuing this information. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the company to employ me."

"In the event of employment, I will comply with all company rules and regulations as established from time to time including the company's substance abuse policy. I am willing to work all assigned overtime or other special work assignments as requested by the company. Furthermore, since the company does not offer contracts of employment (unless signed by the President), I understand that nothing contained herein is intended to create a contract between the company and me for either employment or the provision of any compensation or benefits. I understand that I have the right to terminate my employment at any time and likewise, the company has the same right."

"I hereby understand and acknowledge that any employment relationship with this Company is of an "At-Will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, with or without cause. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of this Company. I also understand that American Ace Supply SJ, Inc. retains the right to amend, modify, add or delete any or all policies or procedures at its sole and absolute discretion."

"During my employment with American Ace Supply SJ, Inc. and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving American Ace Supply SJ, Inc. in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying American Ace Supply SJ, Inc. or unless a representative or attorney of American Ace Supply SJ, Inc. is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions."

This application is valid for sixty days from the application date unless renewed in person or in writing.

Signature:		Date:	
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For Office Use

Comments :

Not Hired Reasons : _____

Hired Starting Date: ____/____/____ Starting wage: _____per Month Hour

Reviewed by: _____ Date: _____