

Employment Application

AE & ASSOCIATES, LLC is an Equal Opportunity Employer and all applicants and employees are considered for hire, promotion, and job status without regard to their race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, sexual orientation, or any other legally protected status.

Name:			Date Completed:
Last	First	Middle	Social Security #:

Present Address: _____
(Including City, State, Zip)

Present Telephone Number(s): (_____) _____

Are you over 18 years of age? NO YES

Can you, upon employment, submit verification of your legal right to work in the United States? NO YES

Position Applying For:	Compensation Desired:
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How did you learn of this position? Newspaper Internet Employee Referral Other _____

If Employee Referral, please provide the employee's name _____

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?
(See job description) NO YES

Do you have any obligations or other reasons that would limit your ability to work:

Overtime? NO YES If yes, explain _____

Weekends? NO YES If yes, explain _____

Are you seeking: Full-time Part-time Temporary or summer employment:

If part time, indicate maximum hours per week: _____

If temporary or summer indicate dates available: _____

Are there any days or hours you would be unable or unwilling to work? NO YES

If yes, please specify those days or hours you would be unwilling or unable to work: _____

Do you have any family members employed by AE & ASSOCIATES, LLC? NO YES

If yes, list name and department _____

Have you ever been employed by or filed an application with AE & ASSOCIATES, LLC before? NO YES

If yes, please provide date(s): _____

Are you currently on "lay-off" status and subject to recall? NO YES

Have you ever been fired, or asked to resign, from a job? NO YES

If yes, please explain: _____

Have you ever been disciplined for violating any of the rules and regulations of any of your past or present employers?

NO YES If yes, please explain: _____

Have you ever been convicted of a felony? NO YES (A conviction will not necessarily disqualify an applicant from employment).

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case: _____

Education						
LEVEL	# YEARS COMPLETED	SCHOOL NAME	SCHOOL ADDRESS CITY/STATE	TYPE OF DEGREE GRANTED	SUBJECTS STUDIED (MAJOR)	GPA
High School						
College/Univ						
Post Grad						
Trade School						
Other						

Answer the following only if the position for which you are applying requires driving;

Do you have a valid driver's license? NO YES

If yes, does your driver's license have any restrictions that would prohibit or limit your ability to operate a vehicle at work? NO YES

If yes, please explain: _____

Note: A current vehicle operating report may be required **before** hire.

Answer only those items listed below which pertain to special skills that are required in the position for which you are applying:

Can you type? NO YES Words per minute _____

Have you had computer or word processing experience or training? NO YES

List Software _____

Many of our customers do not speak English. Do you speak or understand any languages other than English? NO YES

If yes, which language(s)? _____

Can you read and write in those languages? NO YES

Employment History

List names of employers in consecutive order with present or last employer first. If you need additional space, please continue on a separate sheet of paper.

Employer (Name, Address, Phone)	Dates Employed	Hourly Rate/Salary	
	From:	To:	
Job Title:		From:	To:
		\$	\$
Supervisor's Name & Title:			
Job Duties:			
Reason for Leaving:			

Employer (Name, Address, Phone)	Dates Employed	Hourly Rate/Salary	
	From:	To:	
Job Title:		From:	To:
		\$	\$
Supervisor's Name & Title:			
Job Duties:			
Reason for Leaving:			

Employer (Name, Address, Phone)	Dates Employed	Hourly Rate/Salary	
	From:	To:	
Job Title:		From:	To:
		\$	\$
Supervisor's Name & Title:			
Job Duties:			
Reason for Leaving:			

References

List the names, addresses, and telephone numbers of three professional references. Please list names that are different than the employer contact listed above.

1. _____

Name
Address
Telephone
2. _____

Name
Address
Telephone
3. _____

Name
Address
Telephone

Employment Application Affidavit

I certify that the information contained in this application is true and correct to the best of my knowledge without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statement or omission of information made on this application form or during any interviews may be grounds for my immediate discharge.

I authorize AE & ASSOCIATES, LLC to verify all information supplied on this application and on any résumé accompanying the application.

I agree that, if I am employed, I will abide by all the rules and regulations of AE & ASSOCIATES, LLC.

I also acknowledge and understand that, my employment relationship with AE & ASSOCIATES, LLC is of an "at-will" nature and may be terminated by myself or by AE & ASSOCIATES, LLC at any time for any reason or no reason at all (with or without cause) and with or without prior notice.

Job applicants who receive offers of employment may be asked to submit to and pass testing procedures that are designed to detect the presence of drugs and/or alcohol. All offers of employment to such individuals will be conditioned upon the successful completion of the testing procedure.

Date: _____ Applicant's Signature: _____