

APPLICATION

DATE _____

Personal Background

Last Name First Name Initial

Maiden or other name formerly used Date last used (month/year)

Current Address City State Zip Code

Previous Residences

List all cities/counties where you have lived in the last five years:

Address City State County From (month/year) To (month/year)

Address City State County From (month/year) To (month/year)

Home Phone Work Phone Message/Pager Emergency Contact

Position Desired

Position for which applying _____ Salary desired _____

Type of position you desire () Full Time () Part Time Hours you are available () Days () Weekends () Holidays

Have you ever worked for AJ Employment Services? () Yes () No If yes, from _____ to _____

Criminal Record

*Have you ever been charged, convicted of or pled guilty to any felony, misdemeanor, or any crime involving violence (including domestic violence), moral turpitude or dishonesty, or driving under the influence of alcohol or drugs? **BEFORE ANSWERING, READ THE FOLLOWING STATEMENT:** Even though you may have entered into a plea bargain or pleaded "no contest," or your conviction has been vacationed, pardoned, expunged, dismissed or appealed, **OR** your civil rights have been restored, you are, nevertheless, required to answer "YES." However, you are *not* required to answer "YES" for minor traffic violations. **DUI is *not* a minor traffic violation.** () Yes () No

If yes, give details including charges, dates and locations. (A conviction will not necessarily disqualify an applicant from the position sought.)

Illegal Use of Drugs

Are you willing to be tested for the illegal use of drugs? () Yes () No

Do you currently engage in the illegal use of drugs (example marijuana, cocaine, heroin, crack, speed, LSD, etc.)? () Yes () No

Driving Record

Do you have a valid license to drive a vehicle? () Yes () No Do you have auto insurance coverage? () Yes () No

Has your license been revoked or suspended during the past five years? () Yes () No

If yes, please explain _____

Driver's License Number _____ **Expiration Date** _____ **Issuing State** _____ **Class of License** _____

Social Security Number _____ - _____ - _____ **Date of Birth** _____

Employment History

Show complete experience in each position beginning with your current or last position, including military experience. A resume may be attached, but will not be accepted in lieu of completing the employment record. The amount of experience and the way you describe your experience may determine whether or not you are given further consideration for the position. Attach additional sheets for continuation if necessary, following the same format.

Current/Past Employer

Job Title

Street Address

City

State

Zip Code

Telephone

Employment Dates: From (month/year) To (month/year) Total time employed: Years Months Hours per week

Salary: starting \$ _____ Per _____ Ending \$ _____ Per _____ Supervisor _____

Description of work: _____

Reason for Leaving: _____

If currently employed, may we contact your employer? () Yes () No

Employer

Job Title

Street Address

City

State

Zip Code

Telephone

Employment Dates: From (month/year) To (month/year) Total time employed: Years Months Hours per week

Salary: starting \$ _____ Per _____ Ending \$ _____ Per _____ Supervisor _____

Description of work: _____

Reason for Leaving: _____

References

Please list the names and telephone numbers of three personal references (other than relatives and those listed herein).

Education and Training

High School

9 10 11 12

Technical School

1 2

College/University

1 2 3 4

Graduate School

1 2 3

Name of School/College

Location, City/State

Course Study

Years Completed

Did you graduate? Degree

_____ Yes No _____

Other Training:

Name and Location of School(s)

Course of study

Diploma/Certificate

List current Licenses/Professional Registrations/Certifications

Expiration Date(s)

Computer skills: List the computer hardware and programs with which you are proficient.

Software: _____ Hardware: _____

Have you ever been terminated from employment or asked to resign by an employer? () Yes () No

If yes, please explain: _____

Please read carefully before signing. This is an equal opportunity employer. I understand that no question being asked as part of my consideration for work is intended to be unlawful.

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am considered for work, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize AJ Employment to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. I understand that AJ may decide to conduct drug screenings and criminal background checks which formally may be considered a "consumer report." I authorize, to the fullest extent permitted by law, any such drug screening and/or criminal background check as well as the investigation of all other matters concerning my consideration for employment. I understand that all offers of work are **contingent** upon the receipt of a favorable result of any such drug screening, criminal background check and other investigated matter. I waive any right to prior written notice and authorize the AJ to conduct the screening, background check or investigation directly or through its agents, and further authorize my former employers, references, physicians, and acquaintances to give any such information they may have regarding me. I release and indemnify this Employer, as well as any parties from whom information is obtained, from any liability whatsoever resulting from the drug screening, criminal background check or any other investigation and release of this information. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements. I agree that if I am employed, I will abide by all the rules and regulations of the Company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I acknowledge that my assigned work hours and place of work may be modified by the Employer. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

My signature below acknowledges my understanding and agreement with all material and conditions as stated.

Signature of Applicant

Date