



# APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

AMERICAN IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT ENGAGE IN ILLEGAL DISCRIMINATION.

## PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Present Address \_\_\_\_\_  
NO. STREET CITY STATE ZIP

Telephone No. ( AREA CODE ) \_\_\_\_\_ Email Address \_\_\_\_\_

Job(s) applied for 1. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_  
 2. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Do you want to work:  Full-time, or  Part-time. Specify days and hours if part-time \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends or relatives working for us \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with American?  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain your career goals and how you believe you can achieve those goals at American: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME AND ADDRESS	HOW MANY YRS. ATTENDED	GRADUATED	COURSE OR MAJOR
GRAMMAR OR GRADE			<input type="checkbox"/> YES <input type="checkbox"/> NO	
HIGH SCHOOL			<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Have you ever been convicted of a crime, excluding minor traffic offenses and parking tickets?  YES  NO

If yes, describe in full \_\_\_\_\_  
 \_\_\_\_\_

**PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY**

Name \_\_\_\_\_ Phone No. [ AREA CODE ] \_\_\_\_\_

Address \_\_\_\_\_

**PRIOR WORK HISTORY** [List in order, last or present employer first]

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
		_____			_____	
Describe in detail the work you did.						

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FROM	TO		START	FINISH		
		_____			_____	
Describe in detail the work you did.						

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
		_____			_____	
Describe in detail the work you did.						

May we contact the employers listed above?  YES  NO If not, indicate below which one(s) you do not wish us to contact.

**PERSONAL REFERENCES** [Excluding Former Employers or Relatives]

Name and Occupation	Address	Phone Number
1.		
2.		
3.		

I hereby authorize American Solutions for Business to contact, obtain, and verify the accuracy of information contained in this application from previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I may terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of American Solutions for Business not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE