



## Employment Application

### Applicant Information

Full Name:				Date:	
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*Last* *First* *M.I.*

Address:		
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*Street Address* *Apartment/Unit #*

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*City* *State* *ZIP Code*

Phone: ( )		E-mail Address:	
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*Previous Address (If less than 2 years at the current address.)*

Address:		
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*Street Address* *Apartment/Unit #*

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*City* *State* *ZIP Code*

Are you less than 18 years of age:	If under 18, can you submit a work permit if requested in this state?
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Are you legally eligible to work in the U.S.? <small>(All new hires will be required to provide proof of eligibility to work in the U.S.)</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Have you ever worked for this ACS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
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Have you ever been convicted of a felony or a misdemeanor for which the record has not been sealed or expunged? <small>(Please do not list minor traffic violations such as speeding. Note that driving while intoxicated or driving under the influence convictions are <u>not</u> minor traffic violations. )</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. ACS will not deny employment to any applicant solely because the person has been convicted of a crime. However, ACS may consider the nature, date and circumstances of the offenses as well as whether the offense is relevant to the duties of the position applied for.

Date Available:		Desired Salary:	\$
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Position Applied for:	
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Hours Available:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Are you able to work overtime?	
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### Education

	Name and Address of School	Click Last Year Completed	Did you Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
College		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
Post College		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
Trade School		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	

## References

*Please list three professional references.*

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

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

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

## Previous Employment

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary:	\$                      Ending Salary:    \$
Responsibilities:			
From:		To:	
Reason for Leaving:			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary:	\$                      Ending Salary:    \$
Responsibilities:			
From:		To:	
Reason for Leaving:			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary:	\$                      Ending Salary:    \$
Responsibilities:			
From:		To:	
Reason for Leaving:			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please indicate the tasks and positions in which you have training and experience.

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| <input type="checkbox"/> Advertising         | <input type="checkbox"/> Driver              | <input type="checkbox"/> MS Word               | <input type="checkbox"/> Shipping Transportation |
| <input type="checkbox"/> Accounts Payable    | <input type="checkbox"/> EDI Programming     | <input type="checkbox"/> Network Configuration | <input type="checkbox"/> Telemarketing           |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> General Office      | <input type="checkbox"/> Outside Sales         | <input type="checkbox"/> Training                |
| <input type="checkbox"/> Buyer/Purchasing    | <input type="checkbox"/> General Warehousing | <input type="checkbox"/> Programmer/Analyst    | <input type="checkbox"/> Keying 25 -40 WPM       |
| <input type="checkbox"/> Clerk Typist        | <input type="checkbox"/> MS Access           | <input type="checkbox"/> Project Management    | <input type="checkbox"/> Keying 40-60 WPM        |
| <input type="checkbox"/> Computer Support    | <input type="checkbox"/> MS Excel            | <input type="checkbox"/> Public Relations      | <input type="checkbox"/> Keying 60+ WPM          |
| <input type="checkbox"/> Credit/Collections  | <input type="checkbox"/> MS Power Point      | <input type="checkbox"/> Receiving/Inv Control | <input type="checkbox"/> 10 Key – By Sight       |
| <input type="checkbox"/> Customer Relations  | <input type="checkbox"/> MS Publisher        | <input type="checkbox"/> Replenishment         | <input type="checkbox"/> 10 Key – By Touch       |
| <input type="checkbox"/> Data Entry Clerk    | <input type="checkbox"/> MS Outlook          | <input type="checkbox"/> Secretary             |  |

Please describe all other experience and equipment used relevant to the position you are applying for:

Please identify any business or professional licenses that you hold which are relevant to the position you applying for:

**Military Service**

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

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge and that I have not omitted any relevant facts.*

*If this application leads to employment with ACS, I understand that providing false or misleading information or omitting relevant information on my application or in my interview will result in disciplinary action up to and including termination.*

Signature:		Date:	
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