



APPLICATION FOR EMPLOYMENT
(An Equal Opportunity Employer)

NOTE: Please fill out questions completely

275s1218

PERSONAL INFORMATION

DATE _____

Name (Last, First, Middle): _____ SSN: _____

Present Address: _____

City _____ State _____ Zip _____

Home Phone No. _____ Work Phone No. _____

Email Address: _____

Are you 18 years or older? Yes No May we contact you at work? Yes No

I am legally authorized to work in the U.S. without employer sponsorship: Yes No

Will you now or in the future require sponsoring for employment Visa Status (e.g., H-1B visa status)? Yes No

EMPLOYMENT DESIRED

Position Desired: _____ Date Available: _____ Salary Desired: _____

Full-time Part-time Temporary

Have you previously applied for employment with us? Yes No If yes, when? _____

Do you have any friends and/or relatives working at Allied National? Yes No

If yes, include name(s) and relationship: _____

EDUCATION

Name & Address of High Schools, Colleges/Universities/Other Institutions Attended	Field of Study or Area of concentration:		Type of degree	Did you graduate? (yes or no)
	Major	Minor		

List any postgraduate studies or other business, trade or correspondence training with dates of attendance:

SKILLS AND EQUIPMENT

Check below the kinds of work you have performed. Also check the equipment you know how to operate with proficiency.

	Accounting		Phone Rep.		Typing (WPM _____)		Mail Sorter	
	Banking		Receptionist		Ten Key (by touch)		Postage Machine	
	Data Entry		Switchboard		Microsoft Office		Payroll	
	Training		Other:					

Employment History

Start with PRESENT or MOST RECENT job and work BACKWARDS. Use additional sheets of paper if necessary

Firm Name _____ Type of Business _____

Address _____ Phone No. _____

Job Title _____

Supervisor Name & Title _____

Employment From _____ To _____ Salary: Beginning \$ _____ Ending \$ _____

Full-time Part-time

Describe your duties _____

Reason for leaving _____

Firm Name _____ Type of Business _____

Address _____ Phone No. _____

Job Title _____

Supervisor Name & Title _____

Employment From _____ To _____ Salary: Beginning \$ _____ Ending \$ _____

Full-time Part-time

Describe your duties _____

Reason for leaving _____

Firm Name _____ Type of Business _____

Address _____ Phone No. _____

Job Title _____

Supervisor Name & Title _____

Employment From _____ To _____ Salary: Beginning \$ _____ Ending \$ _____

Full-time Part-time

Describe your duties _____

Reason for leaving _____

EMPLOYMENT REFERENCE

May we contact your current employer? Yes No

Please explain periods of unemployment during the last ten years which exceed 30 days: _____

List 3 professional references (include name, occupation, phone number and relationship):

1. _____

2. _____

3. _____

CAREER INTEREST

Which job did you like best and why? _____

Which job did you like least and why? _____

Please describe your career goals: _____

GENERAL

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? Yes No

It is important that you truthfully answer the following questions on criminal and dishonest conduct. If employed, the accuracy of your answers will be checked when a thorough background investigation is conducted. The disclosure of criminal or dishonest conduct on this application will not necessarily result in your rejection for employment.

Have you ever been charged with a crime (including misdemeanors but not minor traffic violations) which resulted in a conviction, probation, suspended imposition of sentencing or a guilty plea? Criminal conduct includes misdemeanors and felonies. Yes No

If yes, for each instance please state the date, the place, the crime and the circumstances: _____

Have you ever engaged or participated in theft or other criminal or dishonest conduct related to your employment (regardless of whether you were charged or convicted)? Yes No

If yes, for each instance please identify the employer, state the date and explain the conduct and circumstances: _____

Have you ever had a surety bond refused or canceled? Yes No

If yes, please explain: _____

CERTIFICATION and AGREEMENTS

I understand and agree that if I am employed I will be an "at will" employee, which means my employment will be for no definite period of time and may be terminated at any time for any lawful reason or for no reason. I further understand and agree that no person other than the president of the company has the authority to enter into any legally enforceable contract or to make any legally enforceable promise or representation and, to be enforceable, any contract, promise, representation, or other obligation must be in writing and signed by both the president and the employee.

I agree and authorize that the company and/or its agents may investigate my background, including but not limited to my criminal, educational, driving, credit, consumer and employment history, to ascertain any and all information that the company deems appropriate. I release all claims against the company for requesting and/or securing such information. I further release all claims against the persons, corporations or other organizations that furnish such information. I also understand and agree that, if hired, the company may check my fingerprints for a criminal record and secure other background information on me.

I understand and agree that business needs may at times make the following conditions mandatory: overtime, a rotating work schedule, or a work schedule other than Monday through Friday.

I consent and agree that the company may require me to take medical examinations and/or alcohol or drug test either prior to my employment or during my employment. I agree to the disclosure and release of examination/test results and other medical information to the company for review. I further agree that if I refuse to take an alcohol or drug test or to cooperate in the testing procedures, or if the results of such a test are not satisfactory to the company, I may be disqualified from employment or terminated from employment.

I consent and agree that my conduct and my use of company computer systems, telephones and other facilities or equipment will be subject to review and monitoring by the company, including without limitation, the recording and monitoring of my telephone calls or conduct, and the review of all E-mail or other materials that I prepare in the company computer system. I further consent and agree that for security and investigatory purposes, my person and property will be subject to search while on company premises. The company believes these conditions of employment are necessary to protect the interests of all employees and clients.

The company is an equal opportunity employer and complies with all federal, state and local laws applicable to employment.

I certify that the information in this application is true and complete. I understand and agree that any false or misleading information or any omission of information may subject me to termination of employment or rejection for employment.

Signature: _____ Date: _____

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, religion or disability.