



Employment Application

It is the policy of Achieve Community Services, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability, or veteran status.

Applicant Information

Full Name: _____ **Date:** _____
Last, First, Middle

Address: _____ **Apartment/Unit #** _____
Street Address State ZIP Code

_____ City

County of Residence: _____ Social Security #: _____ - _____ - _____
 How did you hear of ACS: _____ Home Phone : (____) _____ - _____
 Date Available: _____ Cell Phone: (____) _____ - _____
 Drivers License #: _____ - _____ - _____ Desired Hourly Rate/Salary: \$ _____
 State: _____ E-mail Address: _____

Position Applied for: _____

Please list any relatives / friends working for ACS? _____

Are you at least 18 years of age? YES NO

Have you ever applied for a position before in this company? YES NO

Have you ever worked for this company? YES NO

If yes when _____

Are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a misdemeanor or a felony, i.e. check deception, DUI or do you currently have charges that are pending? YES NO

If yes when _____

If yes, explain:

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Education

Highest grade level completed:

High School: _____ Do you have a GED Certificate? Yes No

From: _____ To: _____ Address: _____

Did you graduate? Yes No Degree: _____

College:		
From:	To:	Address:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree:	
Other:		
From:	To:	Address:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree:	

References

Please list three professional references.

Full Name: _____
Company: _____ Relationship: _____
Address: _____ Phone: _____
Full Name: _____
Company: _____ Relationship: _____
Address: _____ Phone: _____
Full Name: _____
Company: _____ Relationship: _____
Address: _____ Phone: _____

Previous Employment

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

From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Military Service

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

Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying:

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature: _____

Date: _____