



Advanced Industrial Computer, Inc.

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(Please Print Legibly)

Position(s) Applied For:		Date of Application:
How did you learn about us?		
<input type="radio"/> Advertisement	<input type="radio"/> Friends	<input type="radio"/> Walk-In
<input type="radio"/> Agency	<input type="radio"/> Relatives	<input type="radio"/> Other _____
Last Name	First Name	Middle Name
Address		
Social Security Number:		Date of Birth
Telephone Number (Day)	Telephone Number (Evening)	
Telephone Number (Cell)	Telephone Number (Message)	
1. If you are under 18 years of age, can you provide required proof of your eligibility to work?		<input type="radio"/> Yes <input type="radio"/> No
2. Have you every filed an application with us before? If yes, give date: _____		<input type="radio"/> Yes <input type="radio"/> No
3. Have you ever been employed with us before? If yes, give date: _____		<input type="radio"/> Yes <input type="radio"/> No
4. Are you currently employed?		<input type="radio"/> Yes <input type="radio"/> No
5. May we contact your present employer?		<input type="radio"/> Yes <input type="radio"/> No
6. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment).		<input type="radio"/> Yes <input type="radio"/> No
7. On what date would you be available for work?		
8. Are you available to work:		<input type="radio"/> Full Time <input type="radio"/> Shift Work <input type="radio"/> Part Time <input type="radio"/> Temporary
9. Are you currently on "lay off" status and subject to recall?		<input type="radio"/> Yes <input type="radio"/> No
10. Can you travel if the job requires it?		<input type="radio"/> Yes <input type="radio"/> No
11. Have you been convicted of a felony within the last 7 years? If yes, please explain: _____		<input type="radio"/> Yes <input type="radio"/> No
12. Have you involved in any law suit within the last 7 years?		<input type="radio"/> Yes <input type="radio"/> No
13. Have you filed bankruptcy within the last 7 years?		<input type="radio"/> Yes <input type="radio"/> No



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EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title and Supervisor	Last Salary		
	\$ / Hr / Month / Year (Please Specify)		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title and Supervisor	Last Salary		
	\$ / Hr / Month / Year (Please Specify)		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title and Supervisor	Last Salary		
	\$ / Hr / Month / Year (Please Specify)		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title and Supervisor	Last Salary		
	\$ / Hr / Month / Year (Please Specify)		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

SPECIAL SKILLS AND QUALIFICATIONS

(Summarize special job-related skills and qualifications acquired from employment or the experience gained.)



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EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Course of Study				
Describe any specialized training, apprenticeship, skills, and extra-curricular activities				
Honors/Awards received				
State any additional information you feel may be helpful to us in considering your application				

FOREIGN LANGUAGES (Please indicate any foreign languages you can speak, read and/or write)

	Fluent	Good	Fair
Speak			
Read			
Write			

REFERENCES

Please list a minimum of three individuals, who can provide professional references about you – your former manager, supervisor, or colleagues.

	Name	Occupation	Phone Number	Email Address	Relationship
1.					
2.					
3.					
4.					



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APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decisions.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in an immediate discharge. I understand, also that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

FOR HIRING DEPARTMENT INTERVIEWER USE ONLY

Arrange Interview

Yes

No

Comments/Remarks: _____

Employed

Yes

No

Date of Employment: _____

Job Title: _____ Department: _____

Hourly Rate/Salary: (Do not write down on this paper. Notify payroll manager only with payroll authorization form.)

Interviewer Name and Title

Date