



# Employment Application

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

## 1. GENERAL INFORMATION:

Position applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Hours Available: \_\_\_\_\_

Full-time    Part-time    Temporary    Permanent

Are you at least 18 years of age?:  Yes    No   If under 18 do you have a work permit?:  Yes    No

*If under 18 years of age, you will be required to submit a birth certificate or work certificate as required by state or federal law.*

If hired, can you provide evidence of legal eligibility to work in the U.S.?

*Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization. Where appropriate and permitted or required by state or federal law, a criminal background check and/or drug test may be required prior to employment.*

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

## 2. EDUCATION & TRAINING: What is your highest level of education completed?

GED    High School    Bachelor's Degree    Master's Degree

Name & Address of School	Major of Study	Graduated Or degree (Y or N)
Last High School Attended		
College or University		
Other School (Technical, Vocational, Graduate, etc. )		



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List any certifications:

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**3. SKILLS:** Please list any skills you have that are appropriate for the position you are applying for:

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**4. EMPLOYMENT HISTORY:** List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in the place of completing the required information.

### MOST RECENT EMPLOYER

Is this your current employer? <input type="radio"/> Yes <input type="radio"/> No		May we contact this employer for references? <input type="radio"/> Yes <input type="radio"/> No	
FULL NAME OF COMPANY		(AREA CODE)	TELEPHONE
STREET ADDRESS		CITY	STATE ZIP
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION	
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:			
<hr/> <hr/>			
Salary: Begin/End		Employed: (Mo/Yr)-(Mo/Yr)	
Reason for Leaving:			
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### NEXT MOST RECENT EMPLOYER

FULL NAME OF COMPANY		(AREA CODE)	TELEPHONE
STREET ADDRESS		CITY	STATE ZIP
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION	
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:			
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Salary: Begin/End		Employed: (Mo/Yr)-(Mo/Yr)	
Reason for Leaving:			
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**NEXT MOST RECENT EMPLOYER**

FULL NAME OF COMPANY \_\_\_\_\_ (AREA CODE) \_\_\_\_\_ TELEPHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME &amp; TITLE OF SUPERVISOR \_\_\_\_\_ TITLE OF YOUR POSITION \_\_\_\_\_

LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:  
\_\_\_\_\_  
\_\_\_\_\_Salary: Begin/End \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employed: (Mo/Yr)-(Mo/Yr) \_\_\_\_\_

**NEXT MOST RECENT EMPLOYER**

FULL NAME OF COMPANY \_\_\_\_\_ (AREA CODE) \_\_\_\_\_ TELEPHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME &amp; TITLE OF SUPERVISOR \_\_\_\_\_ TITLE OF YOUR POSITION \_\_\_\_\_

LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:  
\_\_\_\_\_  
\_\_\_\_\_Salary: Begin/End \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employed: (Mo/Yr)-(Mo/Yr) \_\_\_\_\_

**5. WORK REFERENCES:** List persons NOT related to you whom you have known for at least one year.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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## 6. BACKGROUND AUTHORIZATION:

Have you been convicted of any felonies or misdemeanors other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)  Yes  No If yes, explain below:

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## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED:

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background, credit history check, and drug test, as applicable and where permitted by law. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

I understand and acknowledge that unless otherwise defined by applicable law or written agreement with AFC, any employment relationship with the AFC will be "employment at will." This means that I may resign at any time and you, the Employer, may discharge me at any time, with or without cause, and with or without advance notice.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date