



# Application for Employment

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY.

**ACH Inc. PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES.**

**IMPORTANT NOTICE:** If you need assistance in completing this application or for any phase of the employment process, please notify the Human Resources Department and every effort will be made to accommodate your needs in a reasonable amount of time. Applicants should be careful as they complete this application. Should it be determined that the application contains any inaccurate or incomplete information, it will result in disqualification from employment with the company, or in termination if the inaccuracies are discovered subsequent to your employment with the company. Please complete the entire form. If more space is needed to complete any question(s), use an extra sheet of paper. Print clearly; illegible applications will not be processed.

The company is an equal opportunity employer and will not discriminate against an employee or applicant for employment in any manner prohibited by law.

**NOTE:** All applicants will be required to furnish proof of identity and legal work authorization to be considered for employment.

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## EMPLOYMENT INFORMATION

Position(s) you are applying for? (Max. 2) \_\_\_\_\_

Type of employment desired?  Full Time,  Part Time,  Temporary

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## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

List any other names you currently use or have used in the past five (5) years, including your name, nickname, stage name, married names, etceteras – including dates and circumstances. This information will only be used when necessary to check references and background information. Please request additional pages if necessary.

Name	Date	Type, i.e., stage name, nickname, etceteras.

Street Address \_\_\_\_\_

City/State/ Zip Code \_\_\_\_\_

Phone Number(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver License Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Have you ever been employed by this company before?  Yes  No. If yes, please give all positions held, dates of employment, which location, name of supervisor and reason for leaving.

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Do you have any relatives or friends working for the company?  Yes  No. If yes, Name(s): \_\_\_\_\_

Relation(s): \_\_\_\_\_

## EMPLOYMENT HISTORY

Please list, beginning with your most with your current employer, any and all prior work experience which you have had during the past 10 years. Be sure to account for any periods of time including unemployment and military service by stating the nature of your activities. If self-employed, give firm name and supply business references. Please request additional pages if necessary.

Employer	Telephone Number	From	To
Address		Name job and describe what you did.	
City	State	Zip Code	Supervisor's Name Reason for leaving.
Employer	Telephone Number	From	To
Address		Name job and describe what you did.	
City	State	Zip Code	Supervisor's Name Reason for leaving.
Employer	Telephone Number	From	To
Address		Name job and describe what you did.	
City	State	Zip Code	Supervisor's Name Reason for leaving.
Employer	Telephone Number	From	To
Address		Name job and describe what you did.	
City	State	Zip Code	Supervisor's Name Reason for leaving.

Have you ever been fired, discharged or asked to resign from any job? \_\_\_ Yes \_\_\_ No. If yes, please explain circumstances: \_\_\_\_\_

May we contact your current employer? \_\_\_ Yes \_\_\_ No. If no, please explain: \_\_\_\_\_

**EDUCATION**

SCHOOLING	YEARS COMPLETED (please circle)	DEGREE RECEIVED & MAJOR SUBJECTS	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE
GRAMMAR OR HIGH SCHOOL	6 7 8 9 10 11 12				
COLLEGE/ UNIVERSITY	1 2 3 4 5 6				
TRADE, BUSINESS, OR CORRESPONDANCE					

List any professional, trade group, or organization you belong to that you would consider relevant to your ability to perform the duties of the position(s) you are applying for. \_\_\_\_\_

Please describe any other knowledge, experience, abilities, skills or credentials which you feel add to your qualifications for the position(s) sought with us. \_\_\_\_\_

**BACKGROUND DATA**

Have you ever pled guilty, been convicted, entered a plea of no contest, had prosecution deferred or adjudication withheld for any crime (other than minor traffic violations)?  Yes  No. If yes, please state the circumstances with regard to each. \_\_\_\_\_

Are there any criminal charges pending against you?  Yes  No. If yes, please state the circumstances and current status of each arrest. \_\_\_\_\_

**NOTE:** Answering "Yes" to the above two questions may not necessarily disqualify you from the position desired. Each action and explanation will be weighed/considered in relationship to the position for which you are applying.

If job related, do you have the appropriate valid driver's license?  Yes  No.

Has your driver's license ever been suspended or revoked?  Yes  No. If yes, please explain

circumstances: \_\_\_\_\_

**BACKGROUND DATA, CONTINUED**

Do you have any physical defects which preclude you from performing certain kinds of work? \_\_\_\_\_

\_\_\_\_\_

Have you had any major illness in the past 5 years? \_\_\_\_\_ if yes, describe \_\_\_\_\_

\_\_\_\_\_

Have you received compensation for injuries? \_\_\_\_\_ if yes describe \_\_\_\_\_

I UNDERSTAND that this application will only be considered "active" for thirty (30) calendar days from the date of application. If I have not obtained employment with the company within 30 days, but remain interested in obtaining employment with the company, I understand that I must complete a new application. \_\_\_\_\_ (Initials)

I ALSO UNDERSTAND that all statements made by me in connection with my application for employment may be checked by the company. I authorize the company to contact my prior employers, including each of those employers listed and other sources of information, regarding my background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment and background. I hereby indemnify the company, each of my prior employers listed above and each of the other sources of information contacted, and agree to hold them harmless from any claims arising from this authorization and direction. \_\_\_\_\_ (Initials)

THE COMPANY'S BACKGROUND INVESTIGATION of each applicant may result in the preparation of a consumer report or an investigative consumer report which would include information as to the applicant's credit standing, character, general reputation, personal characteristics and mode of living. \_\_\_\_\_ (Initials)

Please read, date and sign the attached disclosure form.

I UNDERSTAND further that any misstatements or omissions in this application will result in a decision not to hire me, or to discharge me if discovered after I am hired. \_\_\_\_\_ (Initials)

If EMPLOYED, I agree to obey the rules, regulations and policies of the company. I understand that as a condition of my employment and continued employment, I will be required to submit, and do voluntarily agree to submit, to any testing for the presence of drugs or alcohol, and to submit to any procedure to assess my qualifications for employment. I ALSO AGREE that, just as I have, if hired, the right to terminate my employment at any time, with or without cause, and with or without notice, the company may terminate my employment at any time with or without cause, and with or without notice. I understand that no manager or representative of the company, other than the President of the company, has any authority to enter into any agreement for employment for any specific period of time or make any agreement contrary to the forgoing either now, in the past or in the future. I further understand that such an agreement must be in writing and signed by the President for it to be binding on either myself or the company. I further understand that this supersedes any prior oral or written understanding and bars any further oral understanding to the contrary. \_\_\_\_\_ (Initials)

I ACKNOWLEDGE and AGREE that if at any time I am subjected to any type of discrimination or harassment, I will contact the company's Human Resources Director or the Executive Vice President immediately to obtain assistance in the resolution of such matters. \_\_\_\_\_ (Initials)

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the forgoing and seek employment under these conditions of my own free will and in accordance with my own judgement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

