



# Application for Employment

*A&A Transfer, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap or veteran status.*

Personal:

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street City State Zip Code

Position Sought \_\_\_\_\_ Full Time Part Time

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Are you over 18 years old? Yes No

Are you legally eligible for employment in the Unites States? Yes No  
(If offered employment, you will be required to provide documentation to verify eligibility. Failure to submit proof within required time may result in immediate termination of employment.)

Education: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed \_\_\_\_\_ Diploma: Yes No G.E.D.: Yes No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

College and/or Vocational School: Number of years Completed \_\_\_\_\_

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

Other Training or Degrees:

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

Office Skills (Check all that apply)

MS Office	MS Excel	MS Publisher	Adobe InDesign	
Adobe CS	MS Word	MS Outlook	Adobe Photoshop	Other Software Skills
CAD	MS Powerpoint	Adobe Illustrator	Quickbooks	_____

This application for employment is good for 30 days only.  
Consideration for employment after 30 days requires a new application.



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Have you ever been employed in any facility of the Company: Yes No  
If so, please state facility name and location and dates of employment \_\_\_\_\_

Are you currently bound by a non-compete agreement from another company? Yes No  
If yes, please explain: \_\_\_\_\_

Record of Conviction:  
During the last ten years, have you ever been convicted of, plead no contest to, or are awaiting trial for a crime, including minor traffic offenses?  
Yes No

If yes, explain:  
\_\_\_\_\_

*IMPORTANT: Not disclosing all convictions will result in automatic disqualification from employment with A&A Transfer, Inc. (A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)*

Employment: List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No  
If any employment was under a different name, indicate name \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_



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Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_ PT \_\_\_\_ No. of Hrs. \_\_\_\_

Reason for Leaving \_\_\_\_\_

*If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.*

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job?      Yes                  No

If yes, explain:

## REFERENCES

### Professional

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

### Personal

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_



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## APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Company to verify their accuracy and to obtain reference information on my work performance. I hereby release the Company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment. I understand that any employment offered is for an indefinite length of time, and at will. In addition, I understand that either I or the Employer may terminate my employment at any time with or without notice or cause.

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

Date: \_\_\_\_\_

**SUBMIT & SEND**