

AAA North Penn Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications.

Please carefully read and answer all questions. You may not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

PERSONAL DATA			
Name (last, first, middle)		Email address:	
Street Address and/or Mailing Address		City	State Zip Code
Home Telephone Number	Cell Number	Date you can start work:	
POSITION INFORMATION			
Position you are applying for:			
Desired salary: \$			
Days/Hours available to work (circle): Monday Tuesday Wednesday Thursday Friday Saturday - Full or Part time			
Are you lawfully authorized to work in the U.S.? (Completion of I-9 Form will be required if hired)		Yes	No
Have you ever been convicted of a felony? If yes, explain:		Yes	No
(Convictions may not disqualify an applicant for employment and will be considered only as it relates to the job).			
QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
	School Name	Graduated Y or N	Degree received
High School/GED:			
College/University:			
Other education:			
SPECIAL SKILLS List special skills or experience that you feel would help you in the position that you are applying for such as computer skills, license certifications, proficiency in a foreign language, leadership, organizations/teams, etc.			
REFERENCES Please list three professional references not related to you, with full name, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Company/Title	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)		
Job Title #1	Start Date	End Date
Company Name	Supervisor's Name	Phone Number
City	State	Zip Code
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes ☐ No ☐

Job Title #2	Start Date	End Date
Company Name	Supervisor's Name	Phone Number
City	State	Zip Code
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date	End Date
Company Name	Supervisor's Name	Phone Number
City	State	Zip Code
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date	End Date
Company Name	Supervisor's Name	Phone Number
City	State	Zip Code
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature: _____ Date: _____

How were you informed of employment opportunities at AAA? (Newspaper, internet posting, employee referral, etc.)

_____ (If an employee, please provide their name)