



Employment Application

Equal Employment Employer

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City		State		ZIP		
Phone		E-mail Address				
Date Available		Social Security No.		Desired Salary		
Position Applied for						
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

EDUCATION

High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
CLEET Certification	Armed <input type="checkbox"/>	Unarmed <input type="checkbox"/>	Non Applicable <input type="checkbox"/>

GENERAL DATA

These questions are considered only for those positions where driving is an essential job function

Do you have a driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	State	DL#	Expiration Date
Has your driver's license ever been suspended or revoked?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		

The applicant must list all convictions of Felony and Misdemeanor crimes. If the applicant has been convicted, he or she must attach documentation certified by the court as to the disposition of the charge. The applicant must also disclose all charges now pending or on appeal. (Please list in space provided below)

PREVIOUS EMPLOYMENT

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

Company	Phone
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Address	Supervisor
---------	------------

Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch	From To
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Rank at Discharge	Type of Discharge
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If other than honorable, explain

This company is an Equal Opportunity Employer. We do not discriminate in hiring or employment because

WORK PREFERENCE

Kind of Work Desired					Hourly Wage Desired	Min	\$		Max	\$						
Type of Work Desired	<i>Part-Time</i>	<input type="checkbox"/>	<i>Full-Time</i>	<input type="checkbox"/>	<i>Long Term</i>	<input type="checkbox"/>	<i>Short Term</i>	<input type="checkbox"/>								
Select work Availability	<i>Mon</i>	<input type="checkbox"/>	<i>Tue</i>	<input type="checkbox"/>	<i>Wed</i>	<input type="checkbox"/>	<i>Thu</i>	<input type="checkbox"/>	<i>Fri</i>	<input type="checkbox"/>	<i>Sat</i>	<input type="checkbox"/>	<i>Sun</i>	<input type="checkbox"/>	<i>Holiday</i>	<input type="checkbox"/>
Are You Willing To Work Overtime	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	Will You Work Extra Days In The Week If Necessary				<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>				
Is There Any Reason You Could Not Make It To Work On Time	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	If Yes, Please Explain Below											

Explanation:

Voluntary Applicant Data Record

NAME: <i>Last, First, Middle</i>				Date of Birth		SSN:	
Address				City		State	Zip Code
Telephone Number				Position Applied For			Date
Please check one	Male <input type="checkbox"/>			Female <input type="checkbox"/>			

Please select applicable Race / Ethnic Group

White / Non-Hispanic <input type="checkbox"/>	Black or African American <input type="checkbox"/>	Hispanic or Latino <input type="checkbox"/>	Indian / Alaskan Native <input type="checkbox"/>
Native Hawaiian / Other Pacific Islander <input type="checkbox"/>	Asian <input type="checkbox"/>	Two or More Races <input type="checkbox"/>	Other <input type="checkbox"/>

on race, religion, creed, national origin, sex, age, handicapped or veteran status

Various government agencies request statistical information regarding our hiring practices. Your cooperation in completing this form is completely voluntary. Any information gathered is strictly confidential.

Thank you for your cooperation.



Equal Employment Opportunity Policy Statement

Advert Group, USA reaffirms its commitment to the principles of Equal Employment Opportunity (EEO). It is Advert Group, USA's policy to prohibit discrimination based on race, color, religion, national origin, sex (including sexual harassment), age (40 years and older), disability (mental and physical), or reprisal for involvement in an EEO activity. All employees will abide by the letter and intent of EEO laws and policies applicable to Local Employment in their daily actions, conduct and decisions.

Advert Group, USA is Fully committed to preventing and correcting unlawful discrimination in its employment policies, procedures, practices and operations. Advert Group, USA will work to identify and eliminate all barriers that may limit employment opportunities for employees and applicants based on their race, ethnic background, gender, age, or disability. It is the responsibility of Advert Group, USA management and supervisors to follow EEO principles in recruitment and personnel management decisions, and to be fair and equitable in the rights of employees.

All Advert Group, USA employees are responsible for performing their duties in a non-discriminatory manner. Discrimination, harassment or intimidation of any kind will not be condoned or tolerated. Must We must remain committed to maintaining a work environment that is free of retaliation and free of harassment. Management and supervisors must continually monitor the workplace to ensure this objective. Prompt remedial action must be pursued to correct inappropriate behavior in accordance with agency policy. By fostering an atmosphere where all persons are treated with dignity and respect, we can create a model workplace that is free from discrimination.

Employee Signature: _____

Date:

Witness (Administrator): _____

REFERENCES*(Only include professional references)*

Name:				Relationship:		
Years Known:		Phone:		Email Address:		
Name:				Relationship:		
Years Known:		Phone:		Email Address:		
Name:				Relationship:		
Years Known:		Phone:		Email Address:		

Administrative Section

Comments: _____

Rating: 1 2 3 4 5 6 7 8 9 10

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

By signing this Electronic Signature Acknowledgment Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. *Please Check if you consent*

Signature _____ Date _____