

# APPLICATION FOR EMPLOYMENT



Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Location(s) Desired \_\_\_\_\_

Date of Availability \_\_\_\_/\_\_\_\_/\_\_\_\_

**AVAILABILITY**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

**PERSONAL INFORMATION**

Name \_\_\_\_\_

LAST

FIRST

MIDDLE

PREFERRED NAME

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Home Telephone # (\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_\_

Mobile/Beeper/Other Phone # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

If necessary, best time to call you at home is: \_\_\_\_\_:\_\_\_\_\_

May we contact you at work? Yes No

If yes, work number and best time to call (\_\_\_\_) \_\_\_\_\_

Have you ever been employed here before? Yes No

If yes, give dates From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

What is your desired salary range? \$ \_\_\_\_\_

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

Will you work overtime if required? Yes No

**BACKGROUND INFORMATION**

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

Answering "YES" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account

If yes, please provide date(s) and details \_\_\_\_\_

**WORK AUTHORIZATION**

Are you 18 years of age or older? Yes No

*In compliance with the Immigration and Control Reform Act of 1986, this Company hires only citizens of the United States and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.*

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? Yes No

**NOTE: ALL INFORMATION TO BE FILLED COMPLETELY. "SEE RESUME" NOT ACCEPTABLE**

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment.

EMPLOYMENT HISTORY	EMPLOYER	TELEPHONE #	DATES EMPLOYED		Summarize the type of work performed and job responsibilities	
			FROM	TO		
	ADDRESS					
	STARTING JOB TITLE / FINAL JOB TITLE			HOURLY RATE/SALARY		
			STARTING			
	IMMEDIATE SUPERVISOR AND TITLE			\$ PER		
	REASON FOR LEAVING			HOURLY RATE/SALARY		
			FINAL			
	MAY WE CONTACT FOR REFERENCE?	YES	NO	LATER		\$ PER
	EMPLOYER	TELEPHONE #	DATES EMPLOYED			Summarize the type of work performed and job responsibilities
		FROM	TO			
ADDRESS						
STARTING JOB TITLE / FINAL JOB TITLE			HOURLY RATE/SALARY			
		STARTING				
IMMEDIATE SUPERVISOR AND TITLE			\$ PER			
REASON FOR LEAVING			HOURLY RATE/SALARY			
		FINAL				
MAY WE CONTACT FOR REFERENCE?	YES	NO	LATER	\$ PER		
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		FINAL				
MAY WE CONTACT FOR REFERENCE?	YES	NO	LATER		\$ PER	
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		STARTING				
IMMEDIATE SUPERVISOR AND TITLE			\$ PER			
REASON FOR LEAVING			HOURLY RATE/SALARY			
		FINAL				
MAY WE CONTACT FOR REFERENCE?	YES	NO	LATER	\$ PER		

**COMMENTS (INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT)**

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<b>EDUCATION BACKGROUND</b>	List last three (3) schools attended, starting with most recent. <b>A.</b> Schools attended <b>B.</b> List location. <b>C.</b> List number of years completed. <b>D.</b> Graduate? <b>E.</b> Indicate degree or diploma earned, if any. <b>F.</b> Major field of study (if applicable).					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>SCHOOL</b>	<b>LOCATION (CITY/STATE)</b>	<b>YEARS COMPLETE</b>	<b>GRADUATE? YES/NO</b>	<b>DIPLOMA, DEGREE OR CERTIFICATE</b>	<b>COURSE OF STUDY/MAJOR</b>

<b>LICENSEURE, CERTIFICATION</b>	Please list any licenses, registrations, and certifications that are applicable to the position for which you are applying. Examples may include any technical or professional certifications.				
	<b>LICENSE, REGISTRATION, CERTIFICATION</b>	<b>NUMBER</b>	<b>DATE RECEIVED</b>	<b>EXP. DATE</b>	<b>STATE LICENSING AGENCY</b>

<b>REFERENCES</b>	List name and telephone number of three business/work references who are <i>not</i> related to you. If not applicable, list three school or personal references who are <i>not</i> related to you.		
	<b>NAME AND RELATIONSHIP</b>	<b>TELEPHONE</b>	<b>Number of Years Known</b>

<b>COMPUTER SKILLS</b>	Please rate your computer skills from 0 to 10; 0-no experience and 10-expert				
	Word _____	PowerPoint _____	Excel _____	Outlook _____	Quickbooks _____
	<b>OTHER SOFTWARE SKILLS</b>		<b>HARDWARE USED</b>		
	_____	_____	_____	_____	
	_____	_____	_____	_____	

<b>ADDITIONAL INFORMATION</b>	<b>LIST ANY PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ASSOCIATIONS AND ANY OFFICES HELD.</b>	
	EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN OR RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.	
	<b>ORGANIZATION</b>	<b>OFFICES HELD</b>
	<b>LIST ANY ADDITIONAL QUALIFICATION OR INFORMATION YOU WOULD LIKE THIS COMPANY TO CONSIDER.</b>	

## Applicant Statement

### Applicant Certifies

I certify that the information furnished in this application and any supporting documents are true and complete to the best of my knowledge and belief. I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment with American Flyers will constitute grounds for immediate dismissal.

### American Flyers' Policies

American Flyers is an equal opportunity employer and does not discriminate in recruiting, hiring, compensation, promotion or other employment terms based upon race, color, religion, creed, national origin, citizenship, gender, age disability, or veteran status. The information requested in this application will be used in a nondiscriminatory manner and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

### **I-9 Documentation**

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**This Employer is an Equal Opportunity Employer**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

When you click the "SUBMIT" button below an email page will open with your application attached. In addition to the application, please also attach a copy of your resume and a cover letter.