

Application For Employment



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Position(s) Applied For:	Date of Application:
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How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Social Security Number	\ \

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be *required* upon employment. Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not *necessarily disqualify* an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

<u>Indicate any foreign languages you can speak, read and / or write</u>			
	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job related training received in the United States military.

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills Check Skills/Equipment Operated

	Skill Level:		Production/Mobile Machinery (list)	Other (list)
	<u>Basic</u>	<u>Advanced</u>		
<input type="checkbox"/> CAD/CAM	___	___		
<input type="checkbox"/> PC	___	___		
<input type="checkbox"/> Calculator	___	___	_____	_____
<input type="checkbox"/> Typewriter				
<input type="checkbox"/> Fax	___	___	_____	_____
<input type="checkbox"/> Excel/Lotus 1-2-3	___	___		
<input type="checkbox"/> PBX System	___	___	_____	_____
<input type="checkbox"/> Word/WordPerfect	___	___		

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

___ YES ___ NO

References:

(Name)

Phone#

Address

(Name)

Phone#

Address

Employment Questions

Please use other side if necessary

1. What is it that appeals to you most about this job?
2. What is it that you like least about your last job?
3. What special skills do you feel that you can bring to this job?
4. What would you expect from this job in order to really love it?
5. Are you willing to do home study?
6. Do you have any physical or medical reasons that would prevent you from performing the job as described? If so, please describe on reverse side.
7. Are you subject to any non-compete agreements or employment restrictions from a previous employer?
8. Valid Driver's License No.: State: _____
List any accidents or tickets during the previous 36 months:

I agree that my employment may be subject to confirmation of an acceptable driving record. The above statements are true and correct to the best of my knowledge.

Applicant's Signature

Date



The information contained in my application for employment with Access Lock Technologies is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or any related documents which are deemed material by Access Lock Technologies shall result in Access Lock Technologies not employing me or, if employed, terminating my employment. I understand and agree that all information furnished in my application and all attachments may be verified by Access Lock Technologies or its authorized representative.

I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give Access Lock Technologies all information relative to such verification and hereby release such individuals, organizations, and Access Lock Technologies from any and all liability for any claim or damage resulting there from. I hereby acknowledge that I have been informed by Access Lock Technologies that Access Lock Technologies may seek to obtain a consumer report and/or investigative report that will include personal information regarding me, including but not limited to, educational history, work references, driving record and criminal convictions or arrest records if allowed, in order to assist Access Lock Technologies in making certain employment decisions. I further acknowledge notification by Access Lock Technologies that reports may be provided to Access Lock Technologies by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge Access Lock Technologies, its parent and affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against Access Lock Technologies, its parent, affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations.

Access Lock Technologies agrees to inform you if an employment decision has been influenced by information contained in a consumer report, made at our request. Access Lock Technologies will make known to you the consumer reporting agency who furnished the report and send you a copy of "A Summary of Your Rights Under The Fair Credit Reporting Act." so that you can request from the consumer reporting agency a free copy of your consumer report.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Access Lock Technologies is of an "at will" nature, which means that you may resign at any time and Access Lock Technologies may discharge you at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Applicant's Signature

Date

Applicant's Name - Please print