

APPLICATION FOR EMPLOYMENT

Please Print

PERSONAL

Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____ Phone: _____
Position desired: _____ Wage required: _____
Referred by: _____ Available for shift work? Yes No Available for call-in? Yes No
Are you legally eligible for employment in the United States? Yes ___ No ___ Date Available: _____
During the past ten years, have you ever been convicted of a crime other than minor traffic offense? Yes ___ No ___
If yes, explain: _____
(A conviction will not necessarily automatically disqualify you from employment.)
Have you ever worked for this Company before? Yes ___ No ___
If yes, which department? _____ Dates of employment _____

EDUCATION

High School: Number of years completed (circle one) 1 2 3 4
Diploma? Yes ___ No ___ **GED:** Yes ___ No ___
Name of High School: _____ City/State: _____
College and/or Vocational School: Number of years completed (circle one) 1 2 3 4
Name of School(s): _____ City/State: _____
Major: _____ Degrees Earned: _____
Other Training or Degrees:
Name of School(s): _____ City/State _____
Course: _____ Certification: _____

ADDITIONAL EXPERIENCE OR SKILLS: List any other experience, skills or other qualifications which you believe should be considered in evaluating your qualifications for employment, such as experience in operating mfg equipment, maintenance experience, office and/or computer skills, military service.

EMPLOYMENT Start with your current or most recent position

If still employed, may we contact your current employer? Yes ____ No ____

If any employment was under a different name, indicate name: _____

Name of Employer _____ Address _____
Telephone _____ Supervisor's Name _____
Dates of Employment _____ Position Held _____
Rate of Pay _____ Department _____
Describe duties: _____

Reason for Leaving: _____

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Describe duties: _____

Reason for Leaving: _____

REFERENCES: List name and telephone of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relation to you	Telephone	Number of Years Known

APPLICANT'S CERTIFICATION AND AGREEMENT

A-D Technologies is an equal opportunity employer and does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for A-D Technologies to hire me. If I am hired, I understand that either A-D Technologies or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of A-D Technologies has the authority to make any assurance to the contrary.

I attest with my signature below that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize A-D Technologies to verify their accuracy and to obtain reference information on my work performance. I hereby release A-D Technologies 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. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature of Applicant: _____

Date: _____

This application for employment is good for six (6) months only. Consideration for employment after six (6) months requires a new application.

AFFIRMATIVE ACTION SURVEY

APPLICANT SELF-DESIGNATION

Applicants are considered for employment without regard to race, color, religion, sex, national original, age, marital or veteran status, medical condition, disability, or any other legally protected status.

A-D Technologies complies with various state and federal reporting procedures that require periodic reports that include statistical analysis of the success of the affirmative action program.

To help A-D Technologies comply with government record keeping, reporting, and other requirements, you are requested to complete the following questionnaire. The questionnaire is strictly confidential and will not be part of your application for employment or, in the event of employment, will not be placed in your personnel file.

THIS IS A VOLUNTARY SURVEY, INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Date: _____

Position Applied For: _____

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Circle One: Male Female

Choose one ethnic group with which you most closely identify:

_____ **WHITE.** (Not of Hispanic origin: All persons having origins in any of the original people of Europe, North Africa, or the Middle East)

_____ **BLACK.** (Not of Hispanic origin: All persons having origins in any of the Black racial groups.)

_____ **HISPANIC.** (All persons of Mexican, Puerto Rican, Cuban, Central or south America, or other Spanish culture or irigin, regardless of race.)

_____ **ASIAN/PACIFIC ISLAND.** (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China Japan, Korea, the Philippine Islands and Samoa.)

_____ **AMERICAN INDIAN OR ALASKAN NATIVE.** (All persons having origins in any of the original peoples of North America.)

Check any of the following that are applicable:

_____ Vietnam Era Veteran

_____ Disabled Veteran

_____ Person with a disability