

# Employment Application

## AAA News, Inc. - Austin, Texas

Fill out everything. Leave nothing blank. Write N/A if not applicable.

Position applying for: \_\_\_\_\_

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Last

First

Middle

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you currently employed?  Yes  No

If so, may we contact your present employer?

Yes  No  N/A

Are you over 21 years of age?  Yes  No

Are you legally eligible for employment in the U.S.?

Yes  No

Are you a high school graduate?  Yes  No

GED

Have you ever applied to this company before?

Yes Where? \_\_\_\_\_ When? \_\_\_\_\_

No

#### Please answer the following questions:

Do you have customer service experience?  Yes  No

Do you have cash handling experience?  Yes  No

Do you have supervisory experience?  Yes  No

Are you able to work part-time?  Yes  No

Are you able to work full-time?  Yes  No

Do you have reliable transportation?  Yes  No

What shifts are you able to work? (check all that apply)

Any  Day  Night  Swing  Weekends (Fri-Sun)

Are you **unavailable** for any shifts/days?  Yes  No

Please explain: \_\_\_\_\_

Do you know any current or former employees of AAA News/XXXcite?  No  Yes Whom? \_\_\_\_\_

### EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	

Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon or act of dishonesty for which the record has not been sealed or expunged?  Yes  No  
If yes, please explain: \_\_\_\_\_

## EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

## MILITARY

Are you a veteran?  Yes  No  
Duty/specialized training: \_\_\_\_\_

## SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

## REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address (City/State)	Telephone	Occupation	Years known
Name	Address (City/State)	Telephone	Occupation	Years known

## INFORMATION TO THE APPLICANT

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Signature of Applicant

Date

PLEASE DO NOT WRITE BELOW THIS LINE (MANAGEMENT USE ONLY)

First Interview Date: \_\_\_\_\_ Second Interview Date: \_\_\_\_\_ Determination: \_\_\_\_\_