

**A.I.S., Inc. Employment Application Form
APPLICATION FOR EMPLOYMENT**

Date: _____

Name: _____

Last First Middle Maiden

Present Address: _____

Address City State Zip

How Long? _____ Social Security No. _____

Telephone: _____ Email Address: _____

What is the best way for us to contact you? _____

Position applied for (1) (Be specific) _____

Salary desired (2) (Be specific) _____

Employment desired: ___ Full-Time Only
 ___ Part-Time Only
 ___ Full or Part-Time Only

List the dates you are available for work: _____

EDUCATION

Type of School: _____ Name of School: _____

Number of Years Completed: _____

Location: (Complete Mailing Address)

Address: _____ City: _____ State: _____ Zip: _____

Major & Degree _____

Type of School: _____ Name of School: _____

Number of Years Completed: _____

Location: (Complete Mailing Address)

Address: _____ City: _____ State: _____ Zip: _____

Major & Degree _____

MILITARY

Have you ever been in the armed forces? ___Yes ___No

Are you now a member of the National Guard? ___Yes ___No

Specialty: _____ Date Entered: _____ Discharge Date: _____

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name.

Employer #1

Name of employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Name of last supervisor: _____

Employment dates: From _____ To _____

Pay or salary: Start _____ Final _____

Your last job title: _____

Reason for leaving (be specific)

List the jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Employer #2

Name of employer: _____
Address: _____ City: _____ State: ____ Zip: ____
Phone Number: _____ Name of last supervisor: _____
Employment dates: From _____ To _____
Pay or salary: Start _____ Final _____
Your last job title: _____
Reason for leaving (be specific) _____

List the jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Employer #3

Name of employer: _____
Address: _____ City: _____ State: ____ Zip: ____
Phone Number: _____ Name of last supervisor: _____
Employment dates: From _____ To _____
Pay or salary: Start _____ Final _____
Your last job title: _____
Reason for leaving (be specific) _____

List the jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? ___Yes ___No
Did you complete this application yourself? ___Yes ___No
If not, who did? _____

MEANS OF TRANSPORTATION

Do you have a drivers license? ___ Yes ___ No

What is your means of transportation? _____

Driver's license Number: _____ State of Issue: _____

Type: _____ Expiration date: _____

Have you had any accidents during the past three years? How Many? _____

Have you had any moving violations during the past three years? How Many? ___

REFERENCES

Please list two references other than relatives or previous employers.

Name: _____ Position: _____ Company: _____

Address: _____ City: _____ State: ___ Zip: _____

Telephone: _____

Name: _____ Position: _____ Company: _____

Address: _____ City: _____ State: ___ Zip: _____

Telephone: _____

OTHER INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your bull qualifications for the specific position for which you are applying.

PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by A.I.S., Inc. (hereinafter called "the Company"), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall server to create an actual or implied contract of employment, or to confer any right to remain an employee of A.I.S., Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that the relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. Both the undersigned and A.I.S., Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liabilities as a result of such contract. I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of such report requested by it, as required by the Fair Reporting Act.

Signature of applicant: _____ Date: _____

This Company is and equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.