



# APPLICATION FOR EMPLOYMENT

Applicant Note: This form is intended for use in evaluating your qualifications for employment. It is not an employment contract. Please answer all questions completely and to the best of your ability; incomplete applications may be rejected without further consideration. False or misleading statements are grounds for refusal or termination of employment and benefits.

## Complete All Questions

<b>Name (Last)</b>	<b>First</b>	<b>Middle Initial</b>	
<b>Home Address (Number &amp; Street)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Phone (with area code)</b>	<b>Cell Phone (with area code)</b>	<b>Email Address</b>	
<b>Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?</b> <i>Proof of citizenship or immigration status will be required upon employment.</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you been convicted of a felony within the last five years?</b> <i>A criminal record does not automatically disqualify you for employment with ACCEL. Consideration will be made based on job requirements.</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are you at least 18 years of age?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you previously worked at ACCEL?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>How were you referred to this position?</b>			

## Position

<b>Specify the position you are applying for below:</b>	<b>Pay Desired: (Complete one below)</b>
	Hourly Amt: \$
<b>Date Available for Work:</b>	<b>Annual Salary: \$</b>

## Education

<b>High School (Name &amp; Location):</b>	<b>Indicate Diploma or GED:</b>	<b>Graduation Date: (Month/Year)</b>
<b>Undergraduate University/College (Name &amp; Location):</b>	<b>Course of Study:</b>	<b>Graduation Date: (Month/Year)</b>
<b>Graduate University/College (Name &amp; Location):</b>	<b>Course of Study:</b>	<b>Graduation Date: (Month/Year)</b>
<b>Other, Specify Below:</b>	<b>Course of Study:</b>	<b>Graduation Date: (Month/Year)</b>

## Related Educational Activities

*Describe any other specialized training, certifications, or internships that have provided you with knowledge related to the position for which you are applying.*

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Employment History:** (If you need additional space, please continue on a separate sheet of paper.)

<b>Current or Most Recent Employer</b>  May we contact employer?  Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Company Name and Street Address</b>		<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
	<b>City &amp; State</b>	<b>Phone No. (Area Code)</b>	<b>Type of Business</b>	
	<b>Position Title</b>	<b>Ending Pay Amount</b>	<b>Reason for Leaving?</b>	
	<b>Name of Supervisor</b>	<b>Supervisor Title</b>	<b>Supervisor's Phone No.</b>	
<b>Describe Duties:</b>				
<b>Next Employer</b>				
<b>Next Employer</b>  May we contact employer?  Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Company Name and Street Address</b>		<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
	<b>City &amp; State</b>	<b>Phone No. (Area Code)</b>	<b>Type of Business</b>	
	<b>Position Title</b>	<b>Ending Pay Amount</b>	<b>Reason for Leaving?</b>	
	<b>Name of Supervisor</b>	<b>Supervisor Title</b>	<b>Supervisor's Phone No.</b>	
<b>Describe Duties:</b>				
<b>Next Employer</b>				
<b>Next Employer</b>  May we contact employer?  Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Company Name and Street Address</b>		<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
	<b>City &amp; State</b>	<b>Phone No. (Area Code)</b>	<b>Type of Business</b>	
	<b>Position Title</b>	<b>Ending Pay Amount</b>	<b>Reason for Leaving?</b>	
	<b>Name of Supervisor</b>	<b>Supervisor Title</b>	<b>Supervisor's Phone No.</b>	
<b>Describe Duties:</b>				
<b>Related Work Activities:</b>				
List volunteer, professional, trade, business, or civic activities and offices held that have provided you with skills related to the position for which you are applying. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected classes.)				

Additional Information:	Specialized Skills:
<input type="checkbox"/> Basic computer use skills	<input type="checkbox"/> Advanced computer skills (IT)
<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> Typing, WPM
<b>Summarize any additional skills and qualifications not previously listed:</b>	

**References**

List three (3) people not related to you who have known you for one (1) year or more.		
Name/Title:	Phone/Cell No.:	Relationship:
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ACCEL is an equal opportunity affirmative action employer. Applicants are considered without regard to race, color, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, citizenship, genetics, or any other characteristic protected by law in all employment decisions.

**Applicant’s Statement**

<p>I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee 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.</p> <p>In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.</p>	
Signature of Applicant	Date

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

HUMAN RESOURCES DEPARTMENT USE ONLY			
Position Applied for is Open	Yes <input type="checkbox"/> No <input type="checkbox"/>	Interview Arranged?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Position(s) Considered for:		Interviewer:	
Position Offered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
Job Title:		Date of Employment:	
Salary/Pay Rate:		Remarks:	

