



Application For Employment

(Please include resume if applicable)

Acma is an Equal Employment Opportunity Employer and does not discriminate in any aspect of employment on the basis of race, color, religion, gender, age, national origin, disability, citizenship status, sexual orientation, veteran status, marital status, ancestry, pregnancy or any other legally protected status in accordance with the requirements of federal, state and local law.

Position applied for _____ Location _____ Date _____

Type of Employment : Full-Time Part-Time Temp Intern Salary Desired \$ _____

Name _____
Last First E-mail address

Address _____
Street City State Zip Code

(H) _____ - _____ (Work/Cell/Other#) _____ - _____ SS# _____ / _____ / _____

U.S. Military Service(Branch) _____ Rank _____ Dates of Service _____

Have you ever been employed by Acma ? Yes No
If yes, please indicate Location _____ Position Held _____ date _____ / _____ / _____

Are you over age 18 ? Yes No
If under age 18, can you provide the appropriate work authorization..... Yes No

Are you currently authorized to work in the United States? Yes No

Have you ever been convicted of a felony in the last seven (7) years ? (answer "No" for expunged, sealed records and minor traffic offenses)..... Yes No

If yes, state the nature of the offense when, where and disposition _____

(Note: This information will be kept confidential. A conviction will not automatically bar employment, but will be considered as it relates to the applicant's suitability for the job in question)

Earliest date available for work _____ / _____ / _____

Educational Background	Name of School	Address	# of Years completed	Major or Degree
Elementary				
High School				
Business/Trade/ Technical				
College				
Graduate				

Employment History – Please list relevant work experience for the last three (3) employments, starting with the most recent job.				
Employer	From	To	Start Pay	End Pay
Address		Job Title		
Summarize nature of job responsibilities				
Reason for leaving/left this job				

Employer	From	To	Start Pay	End Pay
Address		Job Title		
Summarize nature of job responsibilities				
Reason for leaving/left this job				
Employer	From	To	Start Pay	End Pay
Address		Job Title		
Summarize nature of job responsibilities				
Reason for leaving/left this job				

References – Please provide three (3) personal references that we may contact for the purposes of verifying your employment application				
Name	Relationship	Company/Job Title	Years Known	Telephone
Name	Relationship	Company/Job Title	Years Known	Telephone
Name	Relationship	Company/Job Title	Years Known	Telephone

Applicant Statement

I authorized the employers listed above to give Acma any and all information (except information that cannot be obtained as a matter of law) concerning my previous employment and release from all liability that may result from furnishing the same to you.

I further understand that my employment is contingent upon this consent to the release and attainment of consumer or investigative consumer report(s) regarding me, and that my employment is contingent upon Acma's review of the information contained in any such consumer or investigative consumer report(s). These reports may be obtained at any time after receipt of this authorization and throughout my employment. I have read the notice separately provided to me regarding the attainment of such reports and my signature below gives my consent.

I understand that Acma is not obligated to hire me. If hired, I agreed to conform to Acma's policies and procedures. I acknowledge that, if hired, my employment will be at-will and therefore can be terminated with or without cause, and with or without notice, at any time, at the option of either Acma or myself. This right to terminate employment also applies to the company's decisions regarding other items of employment, including but not limited to demotion, promotion, transfer, compensation, benefits, job duties and responsibilities, and location of work. Nothing in this application, or in any conversation or statement, is intended to create any contract of employment and I understand that no manager or representative of Acma, other than the President of Acma has the authority to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to the employment policies, procedures, practices, compensation systems and other privileges and benefits of employment at any time, with or without notice (except where notice is required by law).

My signature below certifies that the information contained in this application is correct to the best of my knowledge, that any misstatement or omission of information in this application and/or selection process is grounds for not hiring me or for dismissal.

Applicant's Signature _____ Date _____

For Office Use

Hire Yes No File If No, give reason _____

Hire by _____ Location _____ Dept _____ Status FT PT Temp Intern

Job Title _____ Salary _____ Starting Date _____

Remarks _____

Approved by _____
Hiring Manager/Date
Next Level Management/Date