

AIDS Action Coalition

APPLICATION FOR EMPLOYMENT

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Position Sought: _____

How did you learn about the position? _____

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Other _____

Email Address: _____

Social Security Number: _____

On what date would you be available for work? _____

Desired Wage/Salary \$ _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction?

Yes No

Have you ever been involuntarily terminated or asked to resign from any position of employment?

Yes No

If yes, please describe circumstances:

If selected for employment, are you willing to submit to a pre-employment drug screening test?

Yes No

Do you have a valid driver's license? Yes No If Yes, State of Issue _____,

_____.

EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held:

List other information pertinent to the employment you are seeking:

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EMPLOYMENT

(Most Recent First.)

1. Employer _____
Job Title _____
Dates Employed _____
Prior Position Held within Company (if any): _____
Address _____ City _____ State _____
Zip _____
Phone _____ Job Title _____
Supervisor _____
Starting Salary _____
Ending Salary _____
Duties Performed _____
Reason for Leaving _____

2. Employer _____
Job Title _____
Dates Employed _____
Prior Position Held within Company (if any): _____
Address _____ City _____ State _____
Zip _____
Phone _____ Job Title _____
Supervisor _____
Starting Salary _____
Ending Salary _____
Duties Performed _____
Reason for Leaving _____

3. Employer _____
Job Title _____
Dates Employed _____
Prior Position Held within Company (if any): _____
Address _____ City _____ State _____
Zip _____
Phone _____ Job Title _____
Supervisor _____
Starting Salary _____
Ending Salary _____
Duties Performed _____
Reason for Leaving _____

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4. Employer _____
Job Title _____
Dates Employed _____
Prior Position Held within Company (if any): _____
Address _____ City _____ State _____
Zip _____
Phone _____ Job Title _____
Supervisor _____
Starting Salary _____
Ending Salary _____
Duties Performed _____
Reason for Leaving _____

ACKNOWLEDGMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 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.

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.

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.

Signature of Applicant

Date

AIDS Action Coalition

APPLICANT INFORMATION RELEASE

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold AIDS Action Coalition, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: _____

Date: _____