



Employment Application

We consider applicants for all positions on the basis of qualification and without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or disability, or any other legally protected status.

Applying for: Full Time Part Time Temporary

Position(s) Applied For: _____ Date of Application: _____

Last Name First Name Middle Initial Maiden Name (if applies)

Have you ever worked under another name? Yes No. If Yes, what was the name? And what was the reason for the change? _____

Current Address City State Zip Code How Long?

Previous Address City State Zip Code How Long?

Home Phone Work Phone Cellular Phone

Primary Email Address What is the best way to contact you?

If you are under 18 years of age, what is your age? _____

Can you provide required proof of your eligibility to work? __Yes __No

Are you legally eligible to be employed in the United States? (If employed, proof of employment eligibility and identity will be required upon employment.) __Yes __No

Are you currently in the U.S. under any type of VISA? What type? _____ __Yes __No

When does your VISA expire? _____

Have you filed an employment application with A-TEK before? If yes, give date _____ __Yes __No

Are any of your relatives presently employed with A-TEK? If Yes, please provide the Name of the Relative and their Relation to you: _____ __Yes __No

Have you ever worked for A-TEK or its Divisions before? If Yes, Where and When? _____ __Yes __No

Are you currently employed? __Yes __No **May we contact your present employer?** __Yes __No

On what date are you available for work? _____ What is your required salary range? _____

Can you travel overnight? __Yes __No Can you travel overseas? __Yes __No

Are you on layoff and subject to recall? If yes, when may you be recalled? _____ __Yes __No

Have you been convicted of a felony within the past seven years? (Conviction will not necessarily disqualify an applicant from employment.) If yes, please explain. _____ __Yes __No

Education	High School	College/ University	Graduate or Professional
School Name and City/State			
Years Completed	9 10 11 12	1 2 3 4 5 Date Last Attended:	1 2 3 4+ Date Last Attended:
Diploma or Degree			
Course of Study			
Describe any job-related training, apprenticeships, skills, offices held and/or extracurricular activities you completed. <i>(Omit any which reflects your race, color, religion, national origin, age, sex, marital or veteran status, disabilities, or other protected status.)</i>			
Describe any job-related honors you have received. <i>(Omit any which reflects your race, color, religion, national origin, age, sex, marital or veteran status, disabilities, or other protected status.)</i>			
State any additional job-related developmental opportunities that may be helpful to A-TEK in considering your application. <i>(Omit any which reflects your race, color, religion, national origin, age, sex, marital or veteran status, disabilities, or other protected status.)</i>			

Foreign Language Skills	Fluent	Good	Fair
Speak			
Read			
Write			

Job-related Professional, Trade, Business or Civic Activities	Include offices held. <i>(Omit any which reflects your race, color, religion, national origin, age, sex, marital or veteran status, disabilities, or other protected status.)</i>

Additional Experience or Qualifications

Identify any other experience, skills, or other qualifications - including hobbies or volunteer activities - which you believe should be considered in evaluating your qualifications. (Omit any which reflects your race, color, religion, national origin, age, sex, marital or veteran status, disabilities, or other protected status.)

Military Service

Branch _____ Date Entered _____ Release Date _____

Have you had any job-related training in the U.S. military? ___ Yes ___ No

If yes, please describe _____

Attendance & Punctuality Information

Consistent attendance and punctuality are essential requirements of every job with A-TEK. Is there anything that would interfere with your attendance and/or punctuality if you are offered a job with the company?

[] Yes [] No

If Yes, Please explain.

Employment Experience

1. Start with your current or most recent employment.
2. Include any job-related military service assignments and volunteer activities. (Omit any organizations which reflects your race, color, religion, national origin, age, sex, marital or veteran status, disabilities, or other protected status).
3. Attach an additional sheet if necessary.
4. Reference information is sought only to verify job-related factors

ALL information requested below must be provided, whether or not a resume has been provided.

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Company Name _____ Address _____ City _____ State _____

Company Telephone # _____ Type of Business _____ Your Job Title _____

Supervisor's Name _____ Supervisor's Title _____ Supervisor's Telephone # (if different from above) _____

Reason for Leaving _____

Employed: **From** (month/year): _____ **To** (month/year): _____

Starting Rate/Salary: \$ _____ Final Rate/Salary: \$ _____

