

ACHIEVEMENT CENTER - EASTER SEALS

510 West Thomason Circle
 Opelika, Alabama 36801
www.achievement-center.org
 (334) 745-3501



AFFIRMATIVE ACTION & EQUAL OPPORTUNITY EMPLOYER

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Number	Cell Number		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

Describe further details of your training or education which are pertinent, including certificates or licenses as well as your interests:

PREVIOUS EMPLOYMENT <i>List all positions held, starting with your most recent, and working in reverse order. Include Military services.</i>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize the Achievement Center - Easter Seals to verify my statements, and I authorize past employers, doctors, schools, universities, references, and any other persons to answer all questions asked by the Achievement Center - Easter Seals concerning my ability, previous employment record and statements made by me on this application. I release all such persons from any liability or damages.</p> <p>Due to the fact that driving an Achievement Center - Easter Seals vehicle could be part of any position; I authorize the Achievement Center - Easter Seals or their agent to investigate my driving record by conducting a check with the Alabama State Troopers Drivers License Division. Depending on the position I have applied for, I understand that I may be denied the position due to an unsatisfactory driving record. I understand that the Achievement Center - Easter Seals is a drug/alcohol free work environment and as a condition of employment, I must successfully pass a drug screen. I understand that I-9 verification is required for employment. A background check may be done on all applicants.</p> <p>I acknowledge that I have read this statement and release the Achievement Center - Easter Seals and all persons, agencies, schools, and companies from all liability for any damage resulting from issuing this information.</p>	
Signature	Date