



ASK US EMPLOYMENT APPLICATION

Programs, services, and employment are equally available to everyone. Please inform the Director if you require reasonable accommodation for the application or interview.

Applicant Data

Position applied for: _____ Date of application: _____

How were you referred to Ask Us? _____

Full Name: _____

Address: _____ City: _____ State _____ Zip Code _____

Phone: _____ Cell Phone: _____ Email: _____

Social Security #: _____ D.O.B. ____/____/____

If you are under 18 years of age, can you furnish a work permit? Yes _____ No _____

Salary requested: _____ Type of employment desired: Full-time _____ Part-time _____

Have you ever worked for this company before? Yes _____ No _____

If yes, when? _____

Indicate days and times you are available to work: AM ___ PM ___ M___T___W___TH___F___

Date available to start work: _____ Are you involved with other school or sports activities that may change your work schedule throughout the year? Yes _____ No _____

If yes, please explain _____

Are you a citizen of the United States? Yes _____ No _____

If not, are you legally allowed to work in the United States? Yes _____ No _____

Have you ever pleaded “guilty”, “no contest”, or been convicted of a crime? Yes _____ No _____

If yes, give date and details: _____

Answering “yes” to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

***By signing below, you acknowledge that you may be requested to submit to random drug screenings anytime before and/or during your employment at Ask Us.**

Signature _____ Print Name _____

Previous Employment, beginning with the most recent:

Name of Company: _____ Dates of employment: ___/___/___ to ___/___/___

Supervisor name and phone number: _____

May we contact this person for a reference? Yes ___ No ___

Position held: _____ Reason for leaving: _____

Name of Company: _____ Dates of employment: ___/___/___ to ___/___/___

Supervisor name and phone number: _____

May we contact this person for a reference? Yes ___ No ___

Position held: _____ Reason for leaving: _____

Name of Company: _____ Dates of employment: ___/___/___ to ___/___/___

Supervisor name and phone number: _____

May we contact this person for a reference? Yes ___ No ___

Position held: _____ Reason for leaving: _____

Summary: Please indicate below special skills, classes and/or qualifications that will be of benefit to your employment.

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools and individuals from all liability when responding to inquiries in connection with my application.

In the event that I am employed by Ask Us, I understand that false or misleading information given in my application or interview(s) may result in termination of my employment.

Signature of applicant _____ Date _____

For Office Use Only:

Interviewed by: _____

Date of Hire: _____

Employee Name _____

References:

- Family members may not be used as references
- Please provide complete information for three people we can contact as references
- If you have been employed, please include your previous employer as one of your references
- Please print clearly

Reference # 1

Please check appropriate reference type: Personal Employment

Mr. Mrs. Ms. Name: _____
Last First MI

Business Name: _____

Address: _____ **Daytime Phone:** _____

City: _____ **State:** _____ **Zip Code** _____

Does reference speak English **Yes** **No**

Reference #2

Please check appropriate reference type: Personal Employment

Mr. Mrs. Ms. Name: _____
Last First MI

Business Name: _____

Address: _____ **Daytime Phone:** _____

City: _____ **State:** _____ **Zip Code** _____

Does reference speak English **Yes** **No**

Reference # 3

Please check appropriate reference type: Personal Employment

Mr. Mrs. Ms. Name: _____
Last First MI

Business Name: _____

Address: _____ **Daytime Phone:** _____

City: _____ **State:** _____ **Zip Code** _____

Does reference speak English **Yes** **No**