

Aspermont Small Business Development Center, Inc.

9660 US Hwy 83 S
Aspermont, TX 79502
940-989-3538

Application for Employment Instructions

Thank you for your interest in employment with Aspermont Small Business Development Center, Inc. (ASBDC). Please fill in all the blanks on the application even if you attach a resume.

Generally, ASBDC will receive several applications for advertised positions. Each one will be carefully screened to determine if the applicant meets the job requirements and has the skills that are needed to fill the position.

Those applicants who are most qualified will be called for interviews. If you are not given an interview, it simply means that there were applicants who had more experience or whose skills more closely met the requirements of the job. You should give this process at least two to three weeks, because we often interview over a period of five to ten days, depending on the interview results, schedules, etc.

If you are called for an interview, you will receive a letter or phone call within two weeks after the interview, informing you of the interview results. If you are not interviewed, you will not receive further notification.

A timely return of the completed application is important. You may return it by mail or personally. Interviews may be held prior to the closing date for receipt of applications; however, a hiring decision will **not** be made until all applications are screened.

All employment applications are kept in our active file for **30 days** or until the position has been filled or the vacancy announcement cancelled. Applications are kept in the inactive file for a period of **one year**. If you are interested in being considered for another position with ASBDC, you should 1) ask that your application be activated if you have completed one within a year or 2) complete a new application if it has been over a year since you applied for a position with ASBDC. It is often to your benefit to complete a new Application if you have gained experience that has enhanced your job skills even if you have an application on file during the previous year.

Again, thank you for considering ASBDC.

Revised 9/24

Aspermont Small Business Development Center, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Mailing Address

City

State

ZIP Code

Phone: _____ Email _____

Social Security Number: _____

Date Available to Begin work: _____

Position Applying for: _____

What Foreign Languages do you _____
Speak Read Write

Tasks

Are you able to perform the tasks required
(with or without accommodations) for the
position for which you are applying?

YES NO
☐ ☐

Have you ever worked for this company?

YES NO
☐ ☐

If yes, when? _____

Are you related to anyone who is presently
an employee?

YES NO
☐ ☐

If yes, who? _____

Are you related to anyone who is
presently serving on the ASBDC Board?

YES NO
☐ ☐

If yes, who? _____

Are you 18 years of age or older?

YES NO
☐ ☐

Are you 25 years of age or older? (for
insurance purposes)

YES NO
☐ ☐

Do you have a valid Driver's License?

YES NO
☐ ☐

Do you have any violations on your driving record? YES NO
☐ ☐

If yes, explain: _____

Have you ever been convicted by any federal, state or local court for violation of any federal, state, county or municipal law? YES NO
☐ ☐

If yes, explain: _____
(An affirmative response will not necessarily disqualify you from being considered for employment)

If employment is offered can you submit verification of your legal right to work in the United States? YES NO
☐ ☐

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate or obtain a GED? YES NO
☐ ☐

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
☐ ☐

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
☐ ☐

List any professional licenses or certifications, special certificates, skills, and/or qualifications (CPR, first aid, computer skills, CDL Licenses, etc.)

Previous Employment

Start with current or most recent employment

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 ☐ NO ☐

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 ☐ NO ☐

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 ☐ NO ☐

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 ☐ NO ☐

References

Please list the names of two persons not related to you, whom you have known for at least one year.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Notice to Prospective Employees

PLEASE READ THE FOLLOWING CAREFULLY, INITIAL EACH PARAGRAPH, THEN SIGN BELOW.

By my signature and initials placed below, I certify that I have personally completed this application. I declare under penalty of perjury that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment if discovered at a later date. I understand that any job offer will be conditional based on the satisfactory review of my qualifications.

_____ INITIALS

If the company makes a conditional job offer, I give permission for a pre-employment drug & alcohol test. I understand that if my drug & alcohol test turns out positive for a prohibited substance, or if I refuse to take the drug & alcohol test, I will not be eligible for hire, or if I am hired pending the outcome of such a test, I will be subject to immediate termination. If I am employed by ASBDC, I understand and give my permission for any company required drug and alcohol testing throughout my employment with ASBDC and am fully aware that a positive result of any prohibited substance or refusal to take a drug & alcohol test will result in immediate termination.

_____ INITIALS

I authorize investigation of all statements contained herein and the references listed above (as well as other sources at management's discretion, including those related to character and credit records) to give you and any and all information concerning my previous employment and any pertinent information they have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

_____ INITIALS

I understand that if offered employment, depending upon the position, I may be required as a condition of

employment to undergo a physical examination for the purpose of determining whether I am able to perform the essential functions of the job for which I am applying. I understand that refusing to submit to the physical examination will result in my not being considered for employment.

_____INITIALS

I understand if employment is offered, ASBDC will utilize an outside firm or firms to assist in checking information to investigate my background.

_____INITIALS

I understand that any job offer may be conditional upon information obtained after the offer is made. I understand that employment with this company is AT WILL. I understand this term, and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and/or salary, be terminated at any time without any prior notice, and with or without explanation. Wages will cease immediately upon termination of employment. I will not rely on any oral or written statements to the contrary unless IN WRITING, and signed by an authorized official of ASBDC. I also understand and agree that if I am hired I am required to read and abide by all rules and regulations under ASBDC policies and procedures.

_____INITIALS

I CERTIFY THAT I HAVE READ AND AGREE TO ALL OF THE ABOVE STATEMENTS.

Signature: _____ Date: _____

Printed Name: _____

IT IS THE POLICY OF ASBDC THAT NO PERSON OR GROUP OF PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, GENETICS, NATIONAL ORIGIN, HANDICAP, POLITICAL AFFILIATION OR BELIEF, OR IN ANY MANNER EXCLUDED FROM PARTICIPATION IN OR BE DENIED THE BENEFITS OF ANY PROGRAMS OR ACTIVITY SPONSORED BY THE AGENCY.

Submit signed application to:

**ASBDC
9660 US Hwy 83 S.
Aspermont, TX 79502**

APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application

Last Name		First Name			Middle Name			
Address		City		State	Zip	Phone		
Gender	Birthdate	W - White	American Indian/Alaska Native	B - Black	Hispanic/ Latino	Asian America	Native Hawaiian/ Pacific Islander	Multiracial
<input type="checkbox"/> M-Male <input type="checkbox"/> F-Female								
How did you first find out about this job?								
<input type="checkbox"/> Other Employee								
<input type="checkbox"/> Newspaper								
<input type="checkbox"/> Internet (WTO Website)								
<input type="checkbox"/> Social Media								
I would like to voluntarily report that I am:								
<input type="checkbox"/> Disabled								
<input type="checkbox"/> Veteran								

 Signature - Applicant

White (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East

Black (Not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa

Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa

American Indian or Alaskan Native - All persons having origins in any of the original peoples of North