

APPLICATION FOR EMPLOYMENT

Alert Communications



PERSONAL INFORMATION

DATE: _____

NAME: _____

LAST FIRST MIDDLE

ADDRESS: _____

MAILING ADDRESS CITY STATE ZIP

TELEPHONE: () MESSAGE PHONE: _____

WORK PHONE: () MAY WE CALL YOU AT WORK? YES NO

EMAIL ADDRESS: _____

EMPLOYMENT DESIRED:

POSITION APPLIED FOR: _____

What is your salary requirement (weekly)? _____

Will you accept: Full Time? N Y Part Time? N Y
Weekend? N Y Night? N Y
List any hours/days you are not available _____

What date will you be available to start employment? _____

How did you find out about this position? _____

Have you ever applied for employment with us? N Y

If yes, month/year/location? _____

CHECK YES OR NO TO EACH OF THE FOLLOWING QUESTIONS, EXPLAIN WHEN NECESSARY

- | | YES | NO | |
|----|-----|----|--|
| 1. | ↑ | ↑ | Are you over 18 years of age? (If no, a work permit or proof of emancipation will be required.) |
| 2. | ↑ | ↑ | Do you have a valid California Driver's License? (A current motor vehicle report may be required, if driving is necessary for the position you are applying for.) |
| 3. | ↑ | ↑ | Can you provide proof after you are hired that you can legally work in the United States? (If hired, you will need to submit proof of the legal right to work in the U.S.) |
| 4. | ↑ | ↑ | Have you ever been convicted of a felony? A conviction will not necessarily be a bar to employment – all factors involved will be considered. (Do not include minor traffic violations.) If yes, when, where, and disposition of case: _____ |

EDUCATIONS TRAINING:

1. Name and location of school (high, college, trade, business or correspondance)

Name	Location	Graduated?	Subjects Studied	Degree

2. Special Training: List any training you have had which may help to qualify you for the position for which you are applying. Include trade, vocational, military, etc. Indicate type of training, where acquired, dates, and whether you completed it successfully. _____

3. Licenses/Certificates: List any licenses or certificates you have which may help to qualify you for the position for which you are applying. Include driver's license, typing or steno certificates, professional registration, etc.:

Title	State	Number	Date Issued	Date Expires

4. Languages which you can speak _____ **Read** _____, **or write** _____, fluently.

WORK HISTORY:

List your entire work experience, **BEGINNING WITH YOUR PRESENT OR LAST JOB, IN REVERSE ORDER**, show promotions as separate jobs. Be sure to include appropriate military experience. If you need additional space, please supply all requested information on a separate sheet and attach it to his application.

Dates of work	Employer's Name _____	Phone # _____
	Address _____	
From _____	Supervisor's Name _____	Title _____
To _____	Your Title _____	Wage (hr/mo) _____
	Describe your duties: _____	

Full or Part Time	_____	
_____	_____	
Hrs. ner Week	Reason for leaving: _____	

Dates of work	Employer's Name _____	Phone # _____
	Address _____	
From _____	Supervisor's Name _____	Title _____
To _____	Your Title _____	Wage (hr/mo) _____
	Describe your duties: _____	

Full or Part Time	_____	
_____	_____	
Hrs. ner Week	Reason for leaving: _____	

Dates of work	Employer's Name _____	Phone # _____
	Address _____	
From _____	Supervisor's Name _____	Title _____
To _____	Your Title _____	Wage (hr/mo) _____
	Describe your duties: _____	

Full or Part Time	_____	
_____	_____	
Hrs. ner Week	Reason for leaving: _____	

Dates of work	Employer's Name _____	Phone # _____
From _____	Address _____	
To _____	Supervisor's Name _____	Title _____
Full or Part Time	Your Title _____	Wage (hr/mo) _____
_____	Describe your duties: _____	
_____	_____	
_____	_____	
Hrs. per Week	Reason for leaving: _____	

Yes **No**
 May we contact your current employer if we consider you for the job? If No, explain: _____

If employed, why are you leaving your current position? _____

I hereby authorize investigation of all information contained in this application for employment as well as all information otherwise submitted by me orally or in writing, in connection with my application for employment. In this regard, I authorize the employer to request and obtain information concerning my previous employment, education background, and financial history from all of my prior employers, and educational institutions which I have attended. I hereby authorize any prior employers and educational institutions which I have attended to provide such information to the employer as may be requested, and I hereby release them and each of them from any and all liability for damages of whatever nature arising from furnishing the requested information.

I certify that the information contained in this application is true and correct and complete to the best of my knowledge and belief. I understand that any false statement, omission or misrepresentation of facts in connection with this application can be cause for rejection of my application, or if I am employed, for my dismissal from employment. I also understand the I am required to abide by all rules and regulations of the Employer.

I hereby understand and acknowledge that if I am employed, my employment relationship with the Employer is of an "at will" nature which means that I may resign at any time and the Employer may discharge me at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any statement or conduct of any person, unless such change is specifically acknowledged in writing, signed by the President/CEO of the Employer.

I acknowledge that no other promises, agreements or representations have been made contrary to this "at will" employment agreement, and that this agreement, as acknowledged by my signature below, is the full and complete agreement governing the employe(s) and my rights and obligations concerning termination of my employment.

Signature of Applicant _____ Date _____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, physical or mental disabilities, or any other legally protected status.

Application is active for 30 days only.