



## Employment Application

Please provide us with the following information about yourself and your past employment history. All questions must be answered completely. If you have a resume, please attach it to this application. Please mark any questions that do not apply to you with "N/A." Please print all responses. If you need an accommodation to assist you in completing this application, please let us know and assistance will be provided.

### PERSONAL DATA

NAME \_\_\_\_\_ Social Security No. \_\_\_\_\_

                    Last                      First                      Middle

Have you ever worked under another name?    Yes    No   If yes, given name: \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

                    Number and Street

\_\_\_\_\_ Daytime Phone No. \_\_\_\_\_

                    City                      State                      Zip Code

Position Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_

Check Type of Employment Desired:    Full Time    Part Time    Temporary

Days Available:    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

Hours Available: \_\_\_\_\_ Are you willing to work overtime?    Yes    No

What is your salary expectation? \$ \_\_\_\_\_ per \_\_\_\_\_.

Are you over the age of 18 years?    Yes    No

If hired, will you provide documentation establishing your ability to work in the United States (e.g. social security card, work permit, etc.)?    Yes    No

Do you hold a valid driver's license?    Yes    No

Do you have a car or other reliable transportation available for work?  Yes  No

How did you learn about employment opportunities with Almen Enterprises LLC?

Other than traffic violations, have you ever been convicted of a crime (including guilty pleas and/or nolo contendere pleas)? (A yes answer will not necessarily prevent you from being hired)  Yes  No

If yes, describe in detail (nature of crime, state and county of conviction, current status): \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

What is the highest grade you completed in school? \_\_\_\_\_

Please list the level of education that you have completed. \_\_\_\_\_

Please list any certifications that you have. \_\_\_\_\_

Have you served in the military?  Yes  No      Dates of Service: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

Do you possess special skills and/or have you received any special training in areas that will assist you in performing the job for which you are applying?  Yes  No

If yes, please describe: \_\_\_\_\_

**REFERENCES**

Please list the name, address and telephone number of at least three individuals that are not related to you and who have known you for at least three years who can confirm some or all of the information contained in this application and are familiar with your reputation.

Name	Address	Phone Number

Name	Address	Phone Number

Name	Address	Phone Number

**WORK EXPERIENCE**

Note: Start with the most recent position, furnish dates and explanations for each period of unemployment of one month or more. This section must be filled out completely. Please attach additional pages if necessary.

<b>PREVIOUS EMPLOYMENT</b>					
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"/>

**APPLICANT STATEMENT**

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and statements made by me in this application (and accompanying resume, if any) are correct and complete. I understand that misrepresentation or omission of facts in this application may disqualify me from further consideration for employment, and may result in my discharge from employment, if discovered later.

I understand that if I am employed, my employment may be terminated at any time by either myself or Almen Enterprises LLC. I agree that, should I be employed, said employment will be at-will and will not be governed by any contract, either express or implied.

I hereby authorize the Almen Enterprises LLC or its design to contact any or all my references and former employers to inquire about my past job performances, education, personal character and any other topic deemed relevant by Almen Enterprises LLC. I further agree that I will hold those individuals and entities who respond harmless for any information they provide because of such contact and release them from liability for the result of any such information.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. I also expressly consent to submit to any physical examination that may be required of me, including drug and/or alcohol testing upon request both prior to and, if employed, during employment with Almen Enterprises LLC. If I am employed, I understand and agree that I will be bound by the policies of Almen Enterprises LLC.

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Date

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Applicant's Signature