

acts
APPLICATION FOR EMPLOYMENT

Date: _____

Referred by (check one):

Newspaper Ad:	On-Line Ad:	Employment Svc:	Other (specify):
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PERSONAL INFORMATION

Last Name	First Name	Middle Initial
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Present Street Address	Apt.#	City	State	Zip	How Long?
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Mailing Address—if different from above	Apt.#	City	State	Zip	How Long?
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Phone Number – Home	Cell	Business	E-Mail
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EMPLOYMENT DESIRED

Position	Date Available	Rate of Pay Expected
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Have you applied with ACTS previously?	Yes	No	If yes, where/when?
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GENERAL

Are you currently employed?	Yes	No	If yes, list where/phone.
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Are there days/times you are not available for work?	Yes	No	If yes, specify.
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EDUCATION

	Name and Location of School	Dates Attended	Did You Graduate?		Degree(s) Received Subjects Studied
			Yes	No	
Grammar School					
High School					
College or University					
Graduate Studies					
Trade or Other					

List any certification/s, license/s, special training or skills (languages, sign, etc.) you may have.	List:
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ACTS is an Equal Opportunity/Affirmative Action Employer.

EMPLOYMENT HISTORY

(List below your employers within the last five years, starting with the most recent employer first)

Date Month and Year	Name, Address, Phone # of Employer	Position	Ending Pay	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

REFERENCES (List below three persons not related to you, whom you have known at least one year.)

Name	Address	Phone #	Occupation	Years Acquainted

I certify that the information provided in this application for employment is true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give ACTS, Inc. permission to contact schools, present and past employers, references and others. I hereby release ACTS, Inc. from any liability as the result of such contact. I understand that misrepresentations, omissions of fact or incomplete information provided on this application may remove me from further consideration for employment. In addition, if I am employed, I understand that any misrepresentation or omissions of fact on my application or addendum documents may result in discipline, up to and including discharge.

It is the policy of ACTS, Inc. to maintain a Drug Free Workplace. As such, all applicants who are considered for hire must submit to, and pass a drug test. All initial offers for employment are contingent upon the applicant submitting to and passing a drug test. Any applicant having a positive confirmed test, or refusing to submit to said test, will be disqualified for employment with ACTS, Inc. and the initial offer of employment shall be rescinded. If employed, the applicant may likewise be required to take a drug test at any time. Any incumbent employee having a positive confirmed drug test, or refusing to submit to said test, shall be subject to discipline, up to and including immediate termination from employment, without further cause.

Applicant Signature		Date	
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DO NOT WRITE BELOW THIS LINE – AGENCY USE ONLY

Interviewed by:		Date:	
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Position Offered to Applicant	Yes	No	If yes, did applicant accept?
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If Hired:

Date of Employment:	Position:	Location:
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Full Time	Scheduled part-time-# of hours/week:	On-Call
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Immediate Supervisor	
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Revised: 6/09