

AWS
 8515 Bluffton Road
 Ft. Wayne, IN 46809
 Phone: 260-744-6145
 Fax: 260-444-0006
 www.awsusa.com



AWS is an equal opportunity and affirmative action employer. Services partially funded by SSBG or FSSA funds.

EMPLOYMENT APPLICATION

(PLEASE PRINT IN INK)

Position(s) Applied For:	Telephone Number:		
Date of application:	Alternate Number:		
Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip Code:
Social Security Number:	E-mail address:		
How Did You Hear About Us? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> College: _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> AWS web site <input type="checkbox"/> Current Employee (employee name): _____ <input type="checkbox"/> Other: _____			

Are you legally eligible to work in the United States? *(Proof of eligibility will be required upon offer of employment)* YES NO

Are you 18 years of age or older? YES NO

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)* YES NO

Have you ever applied with AWS before? *(If yes, please give date.)* _____ YES NO

Have you ever worked for AWS before? *(If yes, please give date.)* _____ YES NO

Have you ever been convicted of a crime or violation other than a minor traffic violation? If yes, please explain: _____ YES NO

Do you have a valid driver's license? YES NO

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? If yes, please explain: _____ YES NO

On what date would you be available to work? _____

AVAILABILITY:

Days and Hours Available:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

EDUCATION:

	Name and Location of School	Course of Study/Major	# of Years Completed	Graduated
High School / GED				YES <input type="checkbox"/> NO <input type="checkbox"/>
Undergraduate College				YES <input type="checkbox"/> NO <input type="checkbox"/>
Graduate/Professional				YES <input type="checkbox"/> NO <input type="checkbox"/>
Other (please specify)				YES <input type="checkbox"/> NO <input type="checkbox"/>

Describe any specialized training, apprenticeships, licenses or skills that you feel may be relevant to the job you are seeking: _____

EMPLOYMENT HISTORY (Required even if resume is attached): *(Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary.)*

Name of Employer #1:		Telephone Number: ()
Full Address (Including Street, City, State & Zip):		Supervisor's Name and Title:
Dates Employed: Start: _____ End: _____	Rate of Pay (hourly/salary): Begin: _____ to End: _____	Reason for leaving
Describe the Duties Performed:		
Name of Employer #2:		Telephone Number: ()
Full Address (Including Street, City, State & Zip):		Supervisor's Name and Title:
Dates Employed: Start: _____ End: _____	Rate of Pay (hourly/salary): Begin: _____ to End: _____	Reason for leaving
Describe the Duties Performed:		
Name of Employer #3:		Telephone Number: ()
Full Address (Including Street, City, State & Zip):		Supervisor's Name and Title:
Dates Employed: Start: _____ End: _____	Rate of Pay (hourly/salary): Begin: _____ to End: _____	Reason for leaving
Describe the Duties Performed:		

Please provide any other information that you feel will help us in considering your application for employment:

REFERENCES: *(Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)*

Name	Phone Number	Relationship/Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION: - IMPORTANT: Read before signing.

Alcohol and Drug Screening Policy: It is the policy of AWS to maintain a safe, healthy, and productive work environment for all its employees; to produce quality goods & services for its customers in an efficient manner; to maintain integrity & security of its facility & property; & perform all these functions in a fashion consistent with the interests & concerns of the communities in which it is located. Pursuant to these goals, AWS requires candidates for employment to pass a drug/alcohol-screening test covering illegal substances and legal substances subject to abuse. This requires the candidate to submit a urine, hair and/or blood specimen and to sign consent and release statement provided by AWS, I will be required to submit to a drug/alcohol screening test.

I certify, to the best of my knowledge, that the information submitted is complete & accurate, & I authorize AWS to verify the accuracy of such information & to obtain reference information regarding my work performance. I hereby release AWS from any/all liability of whatever kind & nature, which at any time, could result from obtaining & basing an employment decision on such information. I understand that, if employed, AWS may terminate my employment if I have made any false statements or misrepresentations in this application or during the interview process.

I understand that should an employment offer be extended to me & accepted that I will fully adhere to the policies, rules, and regulations of employment of AWS. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration & at will and that either AWS or I may terminate my employment at any time with or without notice or cause.

I declare that I have never committed an act of abuse or fraud in relationship to a dependent person & have never knowingly violated applicable rules or laws in any previous employment in residential, health care or related employment.

My signature indicates that I have read, understand, and agree to the above statements.

Signature: _____ **Date:** _____