



Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law, and ASA does not unlawfully discriminate on the basis of race, color, religion, sex, sexual orientation, gender, national origin, age, disability, genetic information, veteran status, citizenship status, or any other basis prohibited by law. In addition to federal law requirements, ASA complies with applicable state and local laws governing nondiscrimination in employment. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a human resources representative of the organization.

This application does not create a contract of employment between ASA and any applicant, nor between ASA and any applicant whom is offered and accepts a position with ASA, nor between ASA and any employee of ASA. All employees are "at will" employees, which means that either the employee or ASA are free to terminate the employment at any time, with or without notice, and with or without reason, so long as there is no violation of applicable federal or state law. This "at will" relationship cannot be altered except through a specific written agreement signed by the CEO and/or President of ASA.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Are you at least 18 years of age? _____ Yes _____ No

(if no, you may be required to provide an authorization)

Have you ever been convicted of a felony that has not been restricted, sealed, or expunged by a judge or court of law? (Note: an affirmative answer is not an automatic bar to employment. Factors including the age at the time of the offense, the type of offense, the remoteness of the offense in time, and rehabilitation will be considered in determining the effect, if any, on suitability for employment).

_____ Yes _____ No

If yes, please explain and provide the dates for such conviction(s):

How were you referred to us? _____

Employment History

Please provide all employment information for your past three employers starting with the most recent. Please also indicate whether you authorize and consent for ASA to contact this employer in connection with your application for employment with ASA.

Employer: _____ Position held: _____
Address: _____ Telephone: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving (as applicable): _____
Do you consent and authorize ASA to contact this employer? _____ Yes _____ No

Employer: _____ Position held: _____
Address: _____ Telephone: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____
Do you consent and authorize ASA to contact this employer? _____ Yes _____ No

Employer: _____ Position held: _____
Address: _____ Telephone: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____
Do you consent and authorize ASA to contact this employer? _____ Yes _____ No

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certifications, and/or other qualifications relevant to the position:

Educational History

List school name and location, number of years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical Training: _____

Other: _____

References

List three (3) names and telephone numbers of persons not related to you whom you have known for at least two (2) years, and whom ASA may contact in connection with your application for employment with ASA:

Applicant Statement

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I hereby authorize the ASA to contact, obtain, and verify the accuracy of information contained in this application from all employers, educational institutions, and references. I further understand this information may include, but not be limited to, information as to my general reputation and character. I, to the fullest extent allowed under law, also hereby release from liability ASA and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing truthful answers or responses.

I understand that any misrepresentation or material omission made by me within this application will be sufficient reason for disqualification as an applicant, sufficient reason for revocation of any offer of employment, and sufficient reason for the termination of employment if an offer of employment is made and accepted (as the case may be).

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired, unless a longer or shorter period is required by law. Failure to submit such proof within the required time shall result in immediate termination of employment.

I also understand that the position for which I am applying may be contingent upon an examination or test related to my performance of the job's essential functions, and understand that I must, with or without a reasonable accommodation, be able to perform the essential functions of the position for which I am applying. I acknowledge that I may, if an offer is extended, and to the extent permitted by law, be required to submit to a post-offer, pre-employment medical examination, which may include drug and alcohol testing.

I also understand ASA may, from time to time, require me, as a condition of employment or continued employment, to sign a confidentiality agreement as to ASA's proprietary and/or confidential information, and/or a non-compete agreement. I also acknowledge and understand that I will also need to comply with ASA's policies and procedures, which may be amended by ASA in its discretion from time to time, with or without prior notice.

This Application Statement is intended to comply with all applicable laws and regulations, and should be construed to the fullest extent allowed under law. ASA may have additional applications or require further documents to be executed in connection with this application.

I represent and warrant that I have read and fully understand the foregoing, and that I have given complete and accurate responses on this application.

Applicant signature: _____ Date: _____