

**Adult Enrichment Centers
Application for Employment**



Personal Information	
Name (Last, First, MI)	
Street address	
City, State, Zip	
Home phone number	Email Address

Employment Desired	
Position applied for:	
How did you hear about this position?	
Date available for work:	Desired hours (full time, part time, etc.):

Education			
	Name and Address of School	Course of Study	Degree/ Diploma
High School			
Undergraduate College			
Graduate/ Professional			
Other (Specify)			

List any seminars, classes or other education not listed above which may help qualify you for this position.

List any professional, trade, business or civic activities and offices held. *You may exclude membership that would reveal gender, race, religion, national.*

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Employment History

Company Name	Start Date	End Date	Essential job functions of final position
Address			1.
Phone Number / Email Address			2.
Supervisor's Title			3.
Reason(s) for leaving			

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Address			1.
Phone Number / Email Address			2.
Supervisor's Title			3.
Reason(s) for leaving			

References

List three persons not related to you who have knowledge of your work performance within the last 5 years.

Reference's Name	Professional Relationship & Years Acquainted
Telephone	E-mail

Reference's Name	Professional Relationship & Years Acquainted
Telephone	E-mail

Reference's Name	Professional Relationship & Years Acquainted
Telephone	E-mail

Skills and Training

Identify formal job training that relates to this position.	
Identify what professional skills do you possess related to this position.	
If you are hired, what value would you add to our company?	
Describe what you believe are the most unique features of your work history.	



Please read each statement closely and initial each acknowledging your understanding:

Equal Employment Opportunity Statement

_____ Adult Enrichment Centers will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

_____ If you are offered a position with AEC, you will be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

_____ I understand and agree that if I am employed, my employment will be "at-will" which means that AEC may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, AEC will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on AEC unless made in writing and signed by AEC's Executive Director.

Testing Authorization

_____ If offered a position with AEC, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by AEC as a condition of employment.

Investigation Authorization

_____ If I offered a position with AEC, I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background by Adult Enrichment Centers.

Company Obligation

_____ I understand and agree that AEC's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that AEC has agreed to hire me. I understand that AEC is under no obligation to hire me as the result of accepting this completed application.