

FAX TRANSMITTAL COVER SHEET

TO: AutumnGrove Cottage

Employment Applications

281-220-08



HC Services

Application for Employment

(Complete all sections thoroughly. A resume may be attached but may not substitute for completion of the application.)

Date _____

Print Name _____
Last First Middle

Address _____
Street City State Zip

Social Security Number _____ - _____ - _____ Telephone Number (_____) _____

Position(s) applied for (1) _____ (2) _____

Hours or shift preferred _____ Available to start work _____

Specify restrictions, if any, of days and hours (e.g., class schedule) _____

Full-time Part-time Temp. Minimum Compensation Requirement \$ _____

Are you at least 18 years of age? Yes No
Are you authorized to live and work in the United States? Yes No

Have you ever been convicted of or fined and/or sentenced, including probation, for any criminal offense (misdemeanor or felony), or have you ever pleaded guilty or 'no contest' (nolo contendere) to any criminal offense (misdemeanor or felony)? Yes No

If yes, give dates and places of any convictions, pleas, fines and/or sentences, and explain or describe them. (Attach separate paper, if necessary). A conviction will not necessarily disqualify you from employment. Factors such as the seriousness and nature of the offense, age at time of the conduct, and rehabilitation will also be taken into account.

Please describe any accommodations you may need to perform the essential functions of the job for which you have applied.

Clerical Skills/Computer Skills

Typing Speed _____ Keyboard Skills (Data Entry) _____

List any additional skills, education or training related to the position applied for: _____

Record of Education

Please include name and address of school and under what name attended, if different

	Course of Study	Year Completed	Did you Graduate?	Diploma or Degree
High School		1 2 3 4		
College		1 2 3 4		
Other (specify)		1 2 3 4		



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Employment History

Please list all previous employers; if further space is needed, attach additional paper.

Form for Present or Most Recent Employer with fields for Telephone, Address, Dates Employed, Name of Supervisor, Weekly Pay, Job Title and Responsibilities, Reason for Leaving, and contact preferences.

Form for Past Employer with fields for Telephone, Address, Dates Employed, Name of Supervisor, Weekly Pay, Job Title and Responsibilities, Reason for Leaving, and Known by another name.

Form for Past Employer with fields for Telephone, Address, Dates Employed, Name of Supervisor, Weekly Pay, Job Title and Responsibilities, Reason for Leaving, and Known by another name.

Employment Conditions – Read Carefully Before Signing

By my signature below, I certify that all information provided on this application is true and accurate. I understand that any false statements, misrepresentation, or omissions made on this application will be considered sufficient cause for Advantec to deny or terminate my employment upon discovery.

I hereby authorize all individuals and organizations named or referred to on this application to answer all questions that may be asked and give all information that may be sought in connection with this application.

Finally, I freely and voluntarily agree to undergo drug testing as part of the application process, or at any time during my employment with Advantec.

Signature of Applicant _____ Date _____

Advantec is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, religion, national origin, disability, marital status or any other characteristic protected by law.