

## An Equal Opportunity Employer - Male/Female

We do not discriminate on the basis of race, religion, national origin, color, sex, age, or disability. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job related factors.

# APPLICATION FOR EMPLOYMENT

<b>INSTRUCTIONS</b>	<p>Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. PLEASE PRINT, except for signature on back of application. All information you give on this application will be held in strict confidence.</p>																					
<b>PERSONAL DATA</b>	<p>Job Applied For _____ Today's Date _____</p> <p>Are you seeking: Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary or Summer <input type="checkbox"/> employment?</p> <p>When are you available for employment? _____</p> <p>Expected Minimum Monthly Salary _____</p> <hr/> <p style="text-align: center;">Last Name                      First Name                      Middle Name                      Telephone Number</p> <hr/> <p style="text-align: center;">Present Street Address                      City                      State                      Zip Code</p> <p>Social Security Number _____ Are you a citizen of the United States or do you have a valid work permit?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p>																					
<b>GENERAL</b>	<p>Were you ever employed here?..... Yes <input type="checkbox"/> No <input type="checkbox"/> When? _____</p> <p>Have you ever applied here before?..... Yes <input type="checkbox"/> No <input type="checkbox"/> When? _____</p> <p>Have you ever been convicted of any law violation (except a minor traffic violation)?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="padding-left: 20px;">If yes, give particulars _____</p> <p>Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.</p> <p>Are you now or do you expect to be engaged in any other business or employment?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="padding-left: 20px;">If yes, please explain _____</p> <p>Of what clubs, organizations, civic or other groups have you been a member in the last five years? List offices held. Exclude any labor organizations or any organizations the name and character of which indicate race, color, religion, sex, age, national origin or ancestry, or disability of its members.</p> <p>Do you have a valid drivers license?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Drivers License Number _____</p> <p>Have you had your drivers license suspended or revoked in the last 3 years?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p>																					
<b>EDUCATION</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Highest Grade Completed</td> <td style="width: 20%; text-align: center;">Did you Graduate?</td> </tr> <tr> <td colspan="3">Name, Address and Location of School</td> </tr> <tr> <td colspan="3">High School:</td> </tr> <tr> <td colspan="3">College or University:</td> </tr> <tr> <td>College Major:</td> <td colspan="2">Degree:</td> </tr> <tr> <td colspan="3">Additional Educational and/or Vocational or Technical Training Information:</td> </tr> <tr> <td style="width: 50%;">Name, Address and Location of School</td> <td style="width: 25%;">Courses Taken</td> <td style="width: 25%;">Courses Completed</td> </tr> </table>		Highest Grade Completed	Did you Graduate?	Name, Address and Location of School			High School:			College or University:			College Major:	Degree:		Additional Educational and/or Vocational or Technical Training Information:			Name, Address and Location of School	Courses Taken	Courses Completed
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<b>REFERENCES</b>	Give three references, not relatives or former employers.			
	Name	Address	Phone	Occupation

<b>WORK HISTORY</b>	List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. <b>PLEASE GIVE MONTH AND YEAR</b>					
	Name of Present or Last Employer	Employed From	Pay Start	Title and Duties	Reason for Leaving	Name of Last Supervisor
	Address	To	Final			
	City, State, Zip Code					
	Telephone					
	Name of Present or Last Employer	Employed From	Pay Start	Title and Duties	Reason for Leaving	Name of Last Supervisor
	Address	To	Final			
	City, State, Zip Code					
	Telephone					
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	Telephone					
	Name of Present or Last Employer	Employed From	Pay Start	Title and Duties	Reason for Leaving	Name of Last Supervisor
	Address	To	Final			
	City, State, Zip Code					
	Telephone					

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable us to check your work record?.....YES  NO

Are you presently employed?.....YES  NO

If yes, may we contact your present employer?.....YES  NO

Have you ever been fired from a job or asked to resign?.....YES  NO

<b>SPECIAL SKILLS</b>	If you are an experienced operator of any business equipment, please list _____
	_____
	If you are an experienced operator of any plant machines or equipment, please list _____
	_____

Do you type?.....Yes  No  Words Per Minute \_\_\_\_\_

Do you have any other skills you wish to mention? \_\_\_\_\_

**INVESTIGATIVE CONSUMER REPORT**

**In making this application for employment, it is understood that an investigation may be made whereby information is obtained through personal interviews with your neighbors, friends and others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living. You have the right to make a written request within a reasonable period of time for complete and accurate disclosure of additional information concerning the nature and scope of this investigation.**

<b>COMPANY USE ONLY</b>	Do Not Write Below This Line	
	Disposition _____	Date of Employment _____ Starting Rate _____ per _____
	Job Classification _____	Department _____
	Interviewed by _____	Interviewer's remarks and recommendations _____
	Application information checked by: Name _____	Date _____

# AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I agree that the company shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this questionnaire. I also authorize the companies, schools or persons named above to give any information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. I understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for termination. I understand that if hired, I will be working at the will of the club and may be terminated at any time, there being no employment contract between us. I also understand that I am not obligated to work for the club for any specified period of time.

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Name (Print)

SS#

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Signature

Date

# FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

## DISCLOSURE

As an applicant for employment or a current employee of AAA Colorado, Inc., you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, AAA Colorado, Inc. may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

For explanation purposes "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as AAA Colorado, Inc.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

An "investigative consumer report" may be requested by the employer. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

## AUTHORIZATION

By signing below, I, \_\_\_\_\_,  
hereby voluntarily authorize AAA Colorado, Inc. to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at AAA Colorado, Inc. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# (Pre-Employment)

## Consent

I, \_\_\_\_\_ authorize AAA of Colorado to conduct, through its designated physician or a laboratory testing facility, a drug and/or alcohol screening test as a requirement of employment. I authorize the laboratory that performs the screening to release the results of the test to AAA of Colorado.

In applying for employment, I understand that a urine or blood screening test to determine the presence of certain drugs and alcohol will be performed. I further understand that the presence of one or more of these drugs or alcohol may cause my rejection from further consideration for employment.

I also understand that refusal to submit to the drug screening test will constitute voluntary withdrawal of my application for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date



## PRE-EMPLOYMENT INFORMATION FORM

**YOUR RESPONSE TO THIS FORM IS STRICTLY VOLUNTARY.**

Please read and answer each question carefully and to the best of your ability.

Qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability.

This Pre-Employment Information Form will be kept in a Confidential file separate from the Application for Employment.

**Please print**

**Date:** \_\_\_\_\_

**Position(s) applied for:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Please circle:**

**Race/Ethnic Group:**

**White**

**Black**

**Hispanic**

**Asian/Pacific Islander**

**American Indian/ Alaskan Native**

**Sex:**

**Male**

**Female**

**Are you a Vietnam era veteran?**

**Yes**

**No**