

# Employment Application



AAA Central Penn  
 2301 Paxton Church Road  
 Harrisburg, PA 17110  
 1-888-222-3575  
 www.aaa.com

Date:

Name:

Address:

City/State/Province:

Zip/postal code:

Home phone:

Cell phone:

Positions applied for:

Salary desired:

Hours available to work:

Mon	<input type="text"/>	Tues	<input type="text"/>
Wed	<input type="text"/>	Thurs	<input type="text"/>
Fri	<input type="text"/>	Sat	<input type="text"/>
Sun	<input type="text"/>		

Full-Time    Part-time    Full or part-time

Have you ever worked for this company?    yes    no

Do you have friends or relatives who work for this company?    yes    no

When are you available to begin work?

## Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been convicted of, plead guilty/no contest to, or had a suspended imposition of sentence for any offense (other than a minor traffic violation):    yes    no

If yes, please explain

If applying for a driving position, please answer the following:

Do you have a valid drivers license?    yes    no

State of issue:

Have you had any accidents in the past 5 years?    yes    no      How many?

Do you had any moving violations in the past 5 years?    yes    no      How many?

Are you a citizen of the United States?  yes  no

If no, are you authorized to work in the U.S.?  yes  no

## Previous Employment (list up to 3)

1.

Name of employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete address:

Phone #:

Last job title:

Reason for leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

2.

Name of employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

### 3.

Name of employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete address:

Phone #:

Last job title:

Reason for leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

Skills:

Typing:

Computer:  PC  Mac  Both

Applications (list all that apply):

Special training, certifications, licenses, foreign languages, special skills, etc.

### Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview shall be grounds for dismissal.

Name:

Date: