

Application for Employment



Thanks for your interest in joining our team!

Please review these important features of our hiring process:

1. Applicants are expected to become familiar with our employee standards described in the enclosed "COMMON JOB DESCRIPTION" for Allied Fire & Security, and initial it if they wish to continue the application process.
2. Your application is considered active **for only 60 days** (or until the current hiring process closes, whichever is later). To be considered for openings after that, a new application will be required.
3. We do criminal background checks, driving record checks, and drug testing before we hire. You may be subject to random drug testing during your employment.
4. Our employees deserve the best co-workers possible. Therefore we reserve the right to hire the best qualified person for the job.
5. Hiring is a two way process – We encourage you to ask questions and will do our best to answer them.
6. Due to the number of applicants we receive, we cannot notify each and every applicant not selected. Only those selected for further interview will be called.

PLEASE INITIAL THIS AFTER READING ABOVE_____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER:
All qualified applicants considered regardless of race, religion,
color, age, sex, marital status, nationality, veteran status or
non-disqualifying disability.

INSTRUCTIONS – Please Read!

This is a general employment application required for all jobs. If a job vacancy exists, you may also be asked to complete a more detailed survey of your qualifications as they relate to a specific job in our company. Please print or write clearly, do not type. Answer all items, even if you have a resume. Check over your final application for accuracy, especially important information like phone numbers, etc. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask.

Today's Date				
Last Name		First Name		Initial
Current Street Address		City	State	Zip
Previous Address (If at present address less than 3 years)		City	State	Zip
Home Phone ()	Message Phone ()	Emergency Contact Person	Emergency Phone ()	
Are you at least 18 years of age?	If under 18, do you have a work permit?		Can you provide proof that you can be lawfully employed in the U.S.?	
Have you applied for work here before?	If yes, when?	Have you worked for this company before?	If yes, when and in what job?	
Do any of your relatives or persons of your same household work here?		If yes, please give their names.		
We routinely check for criminal records of applicants. If your record includes any conviction, guilty plea, jail or prison time within the past 10 years, please explain:			Other names you have used and dates	
Position applied for		Have you done this kind of work before? If yes, where?		Date you are available to start
List other jobs you believe you may be qualified for:				
How were you referred to us?				
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Employee referral (name) _____		<input type="checkbox"/> School (name) _____	
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Agency (name) _____		<input type="checkbox"/> Other (explain) _____	
Any prior commitments which would require absence of more than a few hours in the next 12 months?		If Yes, please explain:		
Are you now, or do you expect to be engaged in any other business or employment?		If Yes, please explain:		
List any certificates or licenses you hold related to your qualifications for the work you seek:				Are you willing to relocate?

EDUCATION

	School Name and Full Address	Attended Dates		Graduated?	Degree & Major Area	GPA
		From	To	Yes/No		
High School						
College/ University						
College/ University						
Trade/Other						
Are you currently a student? If Yes, Explain:			Scholastic honors achieved:			
Outside activities while in school which you feel reflect your abilities:						
Plans for future education/training:						

WORK HISTORY – Start with PRESENT or most recent employer. Include MILITARY experience or volunteer work if full time or your major activity.

Name of Organization		Employment Dates (Month & Year) From _____ To _____		Type of Business or Industry	
Street Address			City		State
Supervisor Name and Title		May we contact? Y/N	Phone ()	Your starting pay \$	Your ending pay \$
Your job title(s), duties, skills used				Reason for leaving	

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VOLUNTEER ACTIVITIES & EXPERIENCE

Describe your involvement in volunteer activities which may help assess your abilities.

OTHER SKILLS & QUALIFICATIONS

Please mention any other skills, qualifications or experience pertinent to the career you seek. (e.g. - Computers, software, machines, tools, special certifications, etc.)

REFERENCES (Not former employees)

Name		Address, City, State, Zip	
Phone ()		Occupation & Title	
Name		Address, City, State, Zip	
Phone ()		Occupation & Title	
Name		Address, City, State, Zip	
Phone ()		Occupation & Title	
Name		Address, City, State, Zip	
Phone ()		Occupation & Title	

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete. I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal.

I authorize this employer to investigate my background thoroughly, and agree to assist in such investigation I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information. I agree to submit to any drug or alcohol test that may be required by the employer for my hiring or continued employment. I understand that refusal to take such tests may be cause for denial of employment or my termination. I also understand that employment may be conditioned upon an investigation into criminal convictions on record with local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present personal photo identification and proof of U.S. citizenship or documentation of my authorization to work and reside in the United States, promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

I understand that employment may be contingent upon a post-offer physical examination by a medical doctor. Upon an offer of employment I authorize the examining doctor, clinic or organization to release to this employer any information requested to assess my ability to perform essential work functions or to assess potential risk of injury to myself or others.

Signature of Applicant

Today's Date