



APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization. AAA is an equal opportunity employer committed to workforce diversity. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, veteran status, citizenship status, or marital status. Please advise us if you need assistance/accommodation in completing the application or in any stage of the employment process.

(PLEASE PRINT LEGIBLY)

PERSONAL

Name (Last)	(First)	(Middle)	Are you at least 18 years of age?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Present Address	City	State	Zip Code
Telephone	Email Address		
State the specific position for which you are applying for:			
Are you interested in:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>
Days/hours available to work:	Salary Desired		
Number of hours desired:			

REFERRAL SOURCE

How were you informed of employment opportunities at AAA? (Internet Posting, Employee Referral, etc.)
If employee referral, please state name of employee:

GENERAL QUESTIONS

Have you previously been employed by AAA national or a AAA Club? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list dates/dept./manager
For reference checking purposes, is there another name you are known by: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide
Are you able to perform the essential functions of the position as listed and described in the job description or as demonstrated by the company representative with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Some AAA employees are required to travel from time to time. Are there any factors that would prevent you from traveling? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No

Initial and Date: _____

EDUCATION

Name and Location of School

High School (GED)

College University

College University

College University

Technical or Trade School

If currently enrolled, name of school

Certification, Professional Designations, or Licenses relevant to the position. List any special skills or qualifications that may be relevant to the position for which you are applying.

MILITARY

Are you a veteran of the United States military? Yes No If yes, please describe any special skills or training acquired while in the service.

SKILLS - If applicable for position for which you are applying

Proficiency in foreign language(s). If so, please indicate (Spanish, etc.) _____

PC skills (indicate software used) _____

Graphics Software _____

Desktop Publishing _____

Technical (languages, software, hardware, etc.) _____

Typing Speed _____ wpm

Administrative skills that apply to the needs of this position. If so, please indicate: _____

Initial and Date: _____

EMPLOYMENT HISTORY

Please complete in detail starting with present or most recent employer. List all previous employers, include self-employment, military service, summer, part-time employment or periods of unemployment. Attach additional sheets as necessary. A resume should not be used in place of completion of application.

Present or most recent position (1)

From (Mo/Yr) to (Mo/Yr)	Position	Beginning Salary per	Last Salary per
Company Name		Type of Business	Phone No.
No. and Street	City	State	Zip Code
Briefly describe your duties			
Name of Last Supervisor		Reason(s) for leaving or seeking other employment	
May we contact for reference purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:			

Present or most recent position (2)

From (Mo/Yr) to (Mo/Yr)	Position	Beginning Salary per	Last Salary per
Company Name		Type of Business	Phone No.
No. and Street	City	State	Zip Code
Briefly describe your duties			
Name of Last Supervisor		Reason(s) for leaving or seeking other employment	
May we contact for reference purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:			

Present or most recent position (3)

From (Mo/Yr) to (Mo/Yr)	Position	Beginning Salary per	Last Salary per
Company Name		Type of Business	Phone No.
No. and Street	City	State	Zip Code
Briefly describe your duties			
Name of Last Supervisor		Reason(s) for leaving or seeking other employment	
May we contact for reference purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:			

Present or most recent position (4)

From (Mo/Yr) to (Mo/Yr)	Position	Beginning Salary per	Last Salary per
Company Name		Type of Business	Phone No.
No. and Street	City	State	Zip Code
Briefly describe your duties			
Name of Last Supervisor		Reason(s) for leaving or seeking other employment	
May we contact for reference purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:			

Initial and Date: _____

Have you ever been convicted of a crime that has not been erased, expunged, impounded, or sealed by a court? Please limit your response to (1) misdemeanors and (2) all felonies. (A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.)

Yes No If yes, please explain the nature of the crime, when it occurred and any subsequent rehabilitation.

Do you currently use illegal drugs? Yes No

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION:

I understand that:

I authorize the investigation of all statements contained in this application. I understand that falsification or omission of facts in this application is cause for dismissal.

I understand that employment, if offered, is subject to my satisfying the employment and eligibility requirements of the Immigration Reform and Control Act of 1986.

I authorize AAA to contact my current and former schools, references and previous employers to verify the information I have provided in the application and interview process as well as information as to my performance, attendance record and separation reason. I release all parties from liability or damages incurred as a result of this inquiry and furnishing this information.

I authorize AAA to request the preparation of an investigative report that may include information relating to my criminal record, motor vehicle record, and my character in connection with my application for employment. Should I become employed by AAA, I hereby authorize AAA permission to request the preparation of an investigative consumer report at any time during my employment.

I understand that if I am offered a position with AAA, the offer will be for employment on an at-will basis. That is, the employment relationships is not guaranteed for any specific period of time and may be ended by AAA or me at any time, with or without notice or cause. In consideration of my employment, I agree to conform to the rules and regulations of AAA.

In understand that during my employment, I may be asked to transfer to a different location within the AAA.

I understand that I may be required to take a physical examination or other examinations or tests as may be required by the performance of my duties at AAA expense to assist my employment eligibility.

I understand that because of the nature of the business conducted by AAA, all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description, relating to the business of AAA or to anyone with whom AAA has dealings, constitutes privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that should I enter the employment of AAA, I am not to, and will not at any time, communicate or reveal any business of AAA or any such information or records of files or the matters contained therein, to unauthorized personnel within AAA, nor to anyone outside AAA. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment, if still employed.

I affirm that everything is true and correct, and I acknowledge that I can be terminated any time if it turns out that any information I supply is false. I have read in full and agree to abide by the above statements and conditions of employment, if hired.

Signature

Date