

Application for Employment

Audio Acoustics, Inc.
800 N. Cedarbrook Ave.
Springfield, MO 65802

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applied for _____ Date of application _____
Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-In Private Employment Agency Other
Name of source (if applicable) _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone _____ Cell _____ E-Mail _____

This organization participates in E-Verify

If necessary, the best time to call you at home is _____

May we contact you at work? _____ Yes No

If yes, work number and best time to call _____

Have you submitted an application here before? _____ Yes No

If yes, give dates and positions _____

Have you ever been employed here before? _____ Yes No

If yes, give dates and positions _____

Are you legally eligible for employment in this country? _____ Yes No

Date available for work --- _____ What is your desired salary range? _____

Type of employment desired Full-Time Part-Time

Will you relocate if the job requires it? Yes No Will you travel if the job requires it? _____ Yes No

Will you work overtime if required? _____ Yes No

If no, please explain _____

Have you ever been bonded? _____ Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____ Yes No

If yes, please give the dates and details _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of offense, nature of violation rehabilitation and position applied for will be taken into account.

Driver's license number _____ State _____

Audio Acoustics Inc Is An Equal Opportunity Employer

Employment History

Starting with your most recent employer, assignments or volunteer activities, provide the following information.

Employer	Telephone	Dates Employed
Street Address	Starting Compensation	
Starting/Final Job Title	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$_____Per	
Immediate Supervisor & Title	Commission/Bonus \$	
Reason for Leaving	Ending Compensation	
	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$_____Per	
May we contact for Reference	Commission/Bonus \$	

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	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$_____Per	
May we contact for Reference	Commission/Bonus \$	

Skills & Qualifications

MS Word MS Excel MS Access MS Power Point MS Publisher MS Outlook Internet Explorer

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

Starting with your most recent school attended, provide the following information.

School (include city & state)	Number of Years Completed	Achieved	GPA Class Rank	Major	Minor
		<input type="checkbox"/> GED <input type="checkbox"/> Dipoloma <input type="checkbox"/> Degree			
		<input type="checkbox"/> GED <input type="checkbox"/> Dipoloma <input type="checkbox"/> Degree			
		<input type="checkbox"/> GED <input type="checkbox"/> Dipoloma <input type="checkbox"/> Degree			

References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to Candidate	Telephone	Number of Years Known

Additional Information

List professional, trade, business or civic organizations and any offices held. *Exclude memberships that would reveal race, color, religious, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any similarly protected status.*

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religious, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any similarly protected status. _____

List any additional information you would like us to consider. _____

Technical Applicant Information—Only fill out the following if you are applying for a technical position

Job Requirements—Technical work may include the following. Please indicate any limitations in ability to perform.

	<u>No Limitations</u>	<u>Limited</u>
Pulling Wire—Approximately 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
Lifting Equipment—Approximately 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
Climbing—Ladders, Scaffolds as job demands	<input type="checkbox"/>	<input type="checkbox"/>
Crawling—Crawl Spaces in Attics, Under Floors, Etc.	<input type="checkbox"/>	<input type="checkbox"/>
Heights—Using lifts, using ladders up to 40’ high, etc.	<input type="checkbox"/>	<input type="checkbox"/>

A valid Driver’s License with no restrictions is required for all technical positions.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I understand that the company will run a full background check on me. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process an all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements to the contrary to the forgoing express language are valid unless they are in writing and signed by the employer’s president.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I understand that the company participates in EVerify as well. I also understand that my employment will be conditional on the results of a post-offer physical examination and drug screen performed at the Company’s expense as well as the return of a clean background check.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from my employers service, whenever it is discovered.

Condition of Employment - Upon receiving a conditional offer of employment, applicants are subject to background and credit checks (when applicable) and are screened for the presence of illegal substances.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

I certify that I have read and fully understand and accept all terms of the forgoing Applicant Statement.

Signature of Applicant _____ Date _____