

Access, Incorporated
Application for Employment

An Equal Opportunity Employer

Access, Incorporated will make every effort to recruit, employ and advance in employment all qualified individuals without discrimination on the basis of age, race, color, national origin, creed, ethnic background, gender, sexual orientation, gender identity, genetic disposition, religion, family status, veteran status, disability or any other classification protected by federal or state of Iowa laws.

Are you at least 18 years of age? ___ Yes ___ No

Are you a military Veteran? ___ Yes ___ No If yes, dates of active duty: _____ to _____

Are you legally able to work in the United States? _____ Yes _____ No

Have you ever been known by any other name(s) that our agency will require to verify any of the information on this application? _____

Position(s) Applied For: _____ Date of Application: _____

Circle Referral(s): Friend/Relative Walk-in Advertisement
Workforce Center Employee Other

PERSONAL INFORMATION

Name: _____ Telephone: () _____
Last First Middle Area Code

Address: _____
Number Street

City State Zip Code

Have you filed an application at Access, Inc. before? ___ Yes ___ No
If yes, give date: _____

Have you ever been employed at Access, Inc. before? ___ Yes ___ No
If yes, give date: _____

Have you ever been suspended or forced to resign from any position? ___ Yes ___ No
If yes, give date: _____

Are you employed now? ___ Yes ___ No

On what date would you be available for work? _____

Circle work most desired and for which you are available: FT PT Less than P T Temporary

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime, in this state or any other state? Yes No

A "yes" answer does not automatically disqualify an applicant. Founded abuse and/or criminal convictions will be evaluated based on the needs of the position, and the time, nature and seriousness of the conviction or abuse and related rehabilitation of the individual.

EDUCATIONAL BACKGROUND

Circle Highest Grade Completed: 6 7 8 9 10 11 12 GED
Name and Location of High School/GED: _____

High School Diploma Awarded? Yes no

Circle Years of College/Trade School Completed: 1 2 3 4 5 6

Name and Location of College/Trade School: _____

List Subjects Studied and/or Degree _____

Please list below any academic honors, extra-curricular activities, additional training such as short courses and workshops, etc. and any volunteer work.

SKILLS AND ABILITIES

Are you bilingual? ___ Yes ___ No If yes, please list the languages other than English that you speak fluently _____

List all valid occupational or driver's licenses you may hold. List any office or industrial equipment or machines you can operate. List any computer and program experience you are familiar with. Please identify any other special skills or experiences in the space below.

EMPLOYMENT HISTORY

(List employers, starting with the current or most recent. Explain all gaps in employment.)

Employer name (or branch of military) _____

Date started: _____ Date left: _____ Rate of pay: _____

Job title: _____ Reason for leaving: _____

Complete employer address _____ Phone # _____

Describe job duties, skills, equipment used _____

EMPLOYMENT HISTORY CONTINUED

Employer name (or branch of military) _____
Date started: _____ Date left: _____ Rate of pay: _____
Job title: _____ Reason for leaving: _____
Complete employer address _____ Phone # _____
Describe job duties, skills, equipment used _____

Employer name (or branch of military) _____
Date started: _____ Date left: _____ Rate of pay: _____
Job title: _____ Reason for leaving: _____
Complete employer address _____ Phone # _____
Describe job duties, skills, equipment used _____

May we contact your former or present employer(s) to verify this information? ____ Yes ____
No

REFERENCES

Please list three people other than past employers or relatives that have some knowledge of your employment:

Name: _____ Address: _____ Phone No. _____
Name: _____ Address: _____ Phone No. _____
Name: _____ Address: _____ Phone No. _____

I certify that the above statements are correct, and if employed, understand that any false information in this application will be sufficient grounds for termination. My signature authorizes Access, Incorporated to review my previous employment, driving, criminal and abuse records, and/or other background data as it may relate to the position(s) for which I am applying. I also, understand and agree to undergo drug and alcohol testing if it is required for the position. I am aware this application will be kept on file for at least one year.

Signature: _____ Date: _____