

# A.S.P. OF MOORHEAD, INC

## APPLICATION FOR EMPLOYMENT

### Personal Information

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Address: \_\_\_\_\_

Street

(Apt)

City/State

Zip

Contact Information: ( ) \_\_\_\_\_

Home Phone

( ) \_\_\_\_\_

Mobil Phone

How did you hear about our company?: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Available Start Date \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_

Hourly Salary

Are you currently employed? \_\_\_\_\_

(If so list on page two of application)

### Education

Name and Location

Graduate? - Diploma/GED

Subject

High School

College or University

Specialized training,  
Trade School, etc...

Other Education

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position:

## Previous Experience

(Please list from most recent)

Date Employed	Company Name	Address	Position	Wage
Job Duties:				
Reason For Leaving:				

Date Employed	Company Name	Address	Position	Wage
Job Duties:				
Reason For Leaving:				

Date Employed	Company Name	Address	Position	Wage
Job Duties:				
Reason For Leaving:				

Date Employed	Company Name	Address	Position	Wage
Job Duties:				
Reason For Leaving:				

Date Employed	Company Name	Address	Position	Wage
Job Duties:				
Reason For Leaving:				

Date Employed	Company Name	Address	Position	Wage
Job Duties:				
Reason For Leaving:				

## BACKGROUND INFORMATION

This information is required by the state. It does not necessarily affect your getting hired. Failure to disclose any information may be consideration, by the state, for not getting hired.

I understand that the information I voluntarily supplied is accurate and true and I have not withheld any information about my background. I also understand that if I hold anything from this it may disqualify me from getting hired.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Have you ever been arrested? Even when you were a juvenile.**

If yes please list below all charges and dates. This includes anything that might have been dismissed or expunged from you record:

Disposition of each case:  
(Which means Fines, Probation, Jail time etc...)

[illegible]



## REFERENCES

Please give name, address and phone number of three references that who are not related to you.

NAME	ADDRESS	PHONE

Please list any additional information that you feel that might b beneficial for you getting hired:


List any professional, trade, business or civil activities or offices held that you feel may be beneficial for you getting hired. Excluding anything that would reveal sex, race, religion, nation origin, age, disability or any protected status.


Is there any reason you would not be able to perform the duties outlined by the company? Such as standing or walking for long periods of time or working extended hours. List any other restrictions.

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Are the any medical issues that we should be aware of that might hinder you to perform the duties outlined by the company?


## Employee Information Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Alt. Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### Work Availability

Our work week starts on Sunday at 12:00 AM (Saturday night) Mark your availability accordingly.

Sunday 12:00 AM \_\_\_\_\_

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

**A MINIMUM OF TWO WEEKS WRITTEN NOTICE MUST BE GIVEN FOR ALL TIME OFF REQUESTS**  
**Time Off Request Forms are available from your Supervisor, ASP Office, or West Acres Security Office.**

Notes: \_\_\_\_\_


Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_