



P.O. Box 2468  
 Winchester, VA 22604  
 (540) 667-3752  
 AikensGroup.com

**Position(s) Applying For**

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

\_\_\_\_\_

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

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

Phone Number: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_

If not, age: \_\_\_\_\_

Are you legally able to work in the U.S.? \_\_\_\_\_ (If yes, verification may be required.)

If your application is considered favorably, on what date will you be available to work? \_\_\_\_\_

Wage Desired \_\_\_\_\_  Full Time  Part Time

Have you previously been employed by the Aikens Group  Yes  No

If hired, would you have transportation to/from work?  Yes  No

If hired, would you be willing to submit to and pass a controlled substance test?  Yes  No

Do you have any friends, relative, or acquaintances working for the Aikens Group?  Yes  No

If yes, state name and relationship: \_\_\_\_\_

**AVAILABILITY**

Hours Available

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Have you ever been convicted of a crime (other than a minor traffic violation), including pleading guilty, no contest or agreeing to restitution for such a crime? \_\_\_\_\_

If yes, provide details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

Highest year of school attended: \_\_\_\_\_

Name and address of school: \_\_\_\_\_

**JOB EXPERIENCE**

In the last 5 years how many times have you been terminated or asked to resign?

4-5+ times  2-3 times  Once  Never

Describe all job situations in which you were terminated or asked to resign: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Were you ever asked to resign or leave a job in connection with loss of money, merchandise, equipment or tools? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

How much time did you miss work in the last 12 months? \_\_\_\_\_

**PREVIOUS WORK EXPERIENCE:**

	Most Previous Job	2 <sup>nd</sup> Most Previous Job
Company		
Location		
Phone Number		
Supervisor (s)		
Dates employed		
Wages		
Reason For Leaving		
Duties Performed		

	3 <sup>rd</sup> Previous Job	4 <sup>th</sup> Previous Job
Company		
Location		
Phone Number		
Supervisor (s)		
Dates employed		
Wages		
Reason For Leaving		
Duties Performed		

**EMPLOYMENT REFERENCES:**

	Reference: 1	Reference: 2
Name		
Phone Number		
Address		
Relationship		
Years Acquainted		



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**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

All qualified applicants will receive equal consideration. Aikens Group is an equal opportunity employer. The Company does not discriminate in employment because of race, color, religion, national origin, ancestry, age, sex (including gender identity, pregnancy, and sexual orientation), marital status, physical or mental disability, or military status. I understand that by signing this application form it does not imply that there are positions open and does not in any way obligate the company to employ job applicants. The company reserves the right to request any individuals who are offered positions of employment to take any necessary physical tests or examinations as are authorized by law and required by company policies and procedures. The company may require a substance abuse screening examination. Any offer of employment is contingent upon your successfully passing all tests and/or exams. Individuals applying for positions which require cash handling and/or other duties of a sensitive nature may have an investigative consumer report prepared regarding an applicant’s character, general reputation, personal characteristics and mode of living. Additional information as to the nature and scope of report, if made, will be provided upon the applicant’s written request. The company also reserves the right to require any individual hired by them for any position to cooperate fully with any investigation into offenses against the company and the individual may be required to take an exam as permitted by law. If a position of employment is offered, all new hires are subject to an introductory period of 240 hours.

I certify that the facts contained in this application are true and complete to the best of my knowledge and I acknowledge that any emissions of false statements on this application or resume shall be grounds for rejection, discipline or dismissal.

I authorize full investigation of all statements contained herein and any other information which a possible bearing on my employment may have including allowing you to contact all companies, schools and persons, both named and unnamed with which I may have had contact to give information regarding my employment character, and qualification and any other matters with which might have a bearing on my work performance. I release all parties from any damage that may result from their furnishing such information to you.

I understand and agree that if hired any employee is not for a definite period and may regardless of circumstances, be terminated at any time without prior notice by the company.

By signing this form, you are attesting that you have fully read, understood and agree to all of the above stated information.

Signature

X \_\_\_\_\_

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

Please print your name

X \_\_\_\_\_