

AIS COMMERCIAL PARTS & SERVICES, INC.

EMPLOYMENT APPLICATION

**** Under Pennsylvania law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.**

A.I.S. Commercial Parts & Services, Inc. is an Equal Opportunity Employer. We do not discriminate in hiring or terms and conditions of employment because of an individual's race, creed, color, sex, age, national origin, ancestry, marital status, veteran status, religion or disability.

PLEASE PRINT ALL INFORMATION. PLEASE ATTACH A RESUME IF ONE IS AVAILABLE.

NAME _____
(FIRST) (LAST) (MI)

ADDRESS _____
(STREET) (APARTMENT #)

(CITY) (STATE) (ZIP CODE)

HOW LONG AT THIS ADDRESS? _____ **TELEPHONE** _____

PREVIOUS ADDRESS _____

DRIVERS LICENSE NUMBER _____

SOCIAL SECURITY NUMBER _____

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? YES ___ NO ___

IN CASE OF AN EMERGENCY, PLEASE NOTIFY

(NAME) (PHONE NUMBER)

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION?

YES ___ NO ___
(IF SO, PLEASE EXPLAIN THE NATURE OF THE CRIME. WHEN, WHERE AND WHAT WAS THE DISPOSITION OF CASE?)

POSITION DESIRED _____ **WAGE EXPECTED** _____

HAVE YOU PREVIOUSLY WORKED FOR THE COMPANY? YES ___ NO ___
WHEN _____

REASON FOR LEAVING _____

TELL US YOUR IDEA OF EXCELLENT CUSTOMER SERVICE.

TELL US THE BEST THING YOU HAVE TO OFFER THE COMPANY.

EDUCATION

	NAME/LOCATION OF SCHOOL	COURSE PURSUED/ DEGREE	GRADUATE? CIRCLE ONE	
HIGH SCHOOL			YES	NO
VOCATIONAL SCHOOL			YES	NO
COLLEGE/OTHER			YES	NO

PREVIOUS EMPLOYMENT
BEGIN WITH MOST RECENT

DATES		NAME, ADDRESS, PHONE	POSITION, DUTIES, SUPERVISOR	WAGE	REASON FOR LEAVING
FROM	TO				

REFERENCES

LIST FORMER SUPERVISORS OR OTHERS WHO MAY BE FAMILIAR WITH YOUR WORK. DO NOT INCLUDE RELATIVES.

NAME	ADDRESS	RELATIONSHIP	TELEPHONE

Schedule Availability:

Special Skills: (Such as foreign languages, computer skills, other)

I can work:	Yes	No
Saturday		
Sunday		
Weekdays		
Mornings		
Days		
Evenings		

In consideration of my employment by The Company, I agree not to disclose to anyone outside The Company or use otherwise than in the course of The Company's business, any confidential technical, business, or other information or other confidential material relating to the business of The Company, either during my employment by The Company or thereafter, except with The Company's written permission. I understand this agreement also applies to any confidential information or material of third parties made available to The Company on a confidential basis.

I certify that the information given by me in this application is true and correct, and I understand that any misstatements of facts herein is cause for termination without notice. I understand, if I am employed, my employment will be a voluntary employment-at-will relationship. The Company will have the right to terminate my employment at any time with or without notice or cause, and I will have the right to do the same. Upon termination, I will be paid only for work performed up to and including my last day. Information on this application will be held confidential. I agree that The Company may conduct an investigation of my background, which may include a check of my credit record, criminal record, employment history, personal qualifications, and other matters. I understand that any offer of employment at The Company may be contingent upon satisfactory completion of a physical examination, which may include drug and alcohol screening.

Signature

Date