



## APPLICATION FOR EMPLOYMENT

716 E. BELLA VISTA ST. LAKELAND, FL 33805

863/683-6504 \* FAX 863/688-9292

www.achievementacademy.com

POSITION(S) APPLIED FOR	DATE OF APPLICATION									
<p>HOW DID YOU LEARN ABOUT US?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> ADVERTISEMENT</td> <td style="width: 33%;"><input type="checkbox"/> FRIEND</td> <td style="width: 33%;"><input type="checkbox"/> INQUIRY</td> </tr> <tr> <td><input type="checkbox"/> EMPLOYMENT AGENCY</td> <td><input type="checkbox"/> RELATIVE</td> <td><input type="checkbox"/> OTHER _____</td> </tr> <tr> <td><input type="checkbox"/> EMPLOYEE</td> <td><input type="checkbox"/> WALK-IN</td> <td></td> </tr> </table>		<input type="checkbox"/> ADVERTISEMENT	<input type="checkbox"/> FRIEND	<input type="checkbox"/> INQUIRY	<input type="checkbox"/> EMPLOYMENT AGENCY	<input type="checkbox"/> RELATIVE	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> WALK-IN	
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<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> WALK-IN									
LAST NAME	FIRST NAME	MIDDLE NAME								
STREET ADDRESS	CITY	STATE	ZIP CODE							
TELEPHONE NUMBER	SOCIAL SECURITY NUMBER									
<p>IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS? (SUCH CONVICTION MAY BE RELEVANT IF JOB RELATED, BUT DOES NOT BAR YOU FROM EMPLOYMENT.) <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>HAVE YOU EVER APPLIED WITH US BEFORE? IF YES, GIVE DATE _____ <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>DO ANY OF YOUR FRIENDS OR RELATIVES WORK HERE? IF YES, STATE RELATIONSHIP AND LOCATION _____ <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>ARE YOU CURRENTLY EMPLOYED? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>MAY WE CONTACT YOUR PRESENT EMPLOYER? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p>										
DATE AVAILABLE FOR WORK    _____ / _____ / _____										
<p>TYPE OF EMPLOYMENT DESIRED    <input type="checkbox"/> FULL TIME</p> <p style="padding-left: 100px;"><input type="checkbox"/> PART TIME</p>										

EDUCATION				
SCHOOL	NAME AND ADDRESS	COURSE OF STUDY	# OF YEARS COMPLETED	DIPLOMA/ DEGREE
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE/ PROFESSIONAL				
OTHER (SPECIFY)				

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRACURRICULAR ACTIVITIES.

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**SPECIALIZED SKILLS**

COMPUTER SKILLS  
LIST PROGRAMS \_\_\_\_\_  
\_\_\_\_\_

LANGUAGE(S) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHORTHAND  
WPM \_\_\_\_\_

OTHER \_\_\_\_\_  
\_\_\_\_\_

PERSONAL/PROFESSIONAL REFERENCES (DO NOT INCLUDE FAMILY MEMBERS)				
NAME	ADDRESS	PHONE NUMBER	OCCUPATION	YEARS KNOWN

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

THIS APPLICATION IS CURRENT FOR 6 MONTHS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



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DO NOT WRITE BELOW THIS LINE

INTERVIEWED <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE _____		
INTERVIEWED BY:				
REMARKS				
HIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DEPARTMENT	POSITION	WILL REPORT	WAGES
APPROVED		APPROVED		

## WORK EXPERIENCE

EMPLOYER	DATES EMPLOYED		WORK PERFORMED
ADDRESS	FROM	TO	
TELEPHONE NUMBER (S)			
JOB TITLE	HOURLY RATE/SALARY		
SUPERVISOR	START	FINAL	
REASON FOR LEAVING			MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO

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