

AIM NATIONAL LEASE

1500 Trumbull Avenue Girard, OH 44420
(330) 759-0438 (800) 321-9038

APPLICATION FOR EMPLOYMENT: Office

Please Note: This application must be filled out completely or it will not be processed

EQUAL OPPORTUNITY EMPLOYER

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, military status or the presence of a disability. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the bases of age with respect to individuals who are at least 40.

POSITION APPLIED FOR: _____ **Date of Application:** _____

GENERAL INFORMATION

Name: _____ Phone: _____ SS#: _____
Address: _____ City: _____
State: _____ Zip: _____ How long have you lived at this address? _____

REFERRAL SOURCE

| | | | |
|-------|--|-------|------------------------------|
| _____ | Walk In | _____ | School: _____ |
| _____ | Employee: _____ | _____ | Job Fair: _____ |
| _____ | Advertisement: _____ | _____ | Staffing Agency: _____ |
| _____ | www.aimntls.com | _____ | Government Employment Agency |
| _____ | Other Internet Site: _____ | _____ | Other: _____ |

Have you worked for this company before? _____ Where? _____
Dates: From _____ To _____ Rate of Pay? _____ Position? _____
Reason for leaving? _____

Have you submitted an application for this company before? _____ When? _____ What Position? _____

Are you currently employed? _____ If not, how long since leaving your last employer? _____
Who referred you? _____ Rate of Pay expected? _____

Are you able to perform the requirements of the position as they have provided / described to you? _____
Are you able to meet the attendance requirements of the position as they have been described to you? _____
Are you able to work overtime if needed? _____
Are you able to travel if it is needed? _____ Will you relocate if the job requires it? _____

If necessary, the best time to call you at home is? _____
May we contact you at work? _____ What is that phone number? _____

What date would you be available for work? _____ What is your desired salary / wage? _____ / _____

Have you ever been convicted of, pled "guilty" to or "no contest" to a misdemeanor or felony? _____ Date? _____

If you are under 18 years old, are you able to furnish a work permit if required? _____
Do we have Permission to run your MVR? Yes or No. Driver License Number _____ State _____

PREVIOUS EMPLOYMENT RECORD

Information must be complete for the application to be processed.

If a former employer is no longer in business, in addition to the information provided below, please provide W-2's, 1099's and references.

Most Recent Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
Address: _____ City/State: _____ Zip: _____
Position Held: _____ Date Started: _____ Date Left: _____
Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
Address: _____ City/State: _____ Zip: _____
Position Held: _____ Date Started: _____ Date Left: _____
Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
Address: _____ City/State: _____ Zip: _____
Position Held: _____ Date Started: _____ Date Left: _____
Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
Address: _____ City/State: _____ Zip: _____
Position Held: _____ Date Started: _____ Date Left: _____
Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
Address: _____ City/State: _____ Zip: _____
Position Held: _____ Date Started: _____ Date Left: _____
Reason for Leaving? _____ Salary? _____

Please explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

Have you ever been fired from, or asked to resign from a job? _____ If yes, please explain: _____

Summarize any special training, skills, licenses and certificates that may help your perform the requirements of the position for which you are applying. _____

Computer Skills:

_____ Word Processing _____ Internet _____ Spreadsheet
_____ Presentation _____ Email _____ Other: _____

TO BE READ AND SIGNED BY APPLICANT

I certify that all information I have provided in order to apply for and secure work with Aim Leasing is true, complete and correct.

I expressly authorize, without reservation, you to make such investigations and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume' and interview process. I hereby waive any and all rights and claims I may have regarding the employer, its' agents, employee or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations and organizations for furnishing such information about me.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in disqualification for consideration or discharge. I understand, also, that I am required to abide by all the rules and regulations of the company.

I agree to furnish such additional information as may be requested and to willingly submit to any examination NOW OR IN THE FUTURE as may be required to obtain and to continue employment which could include, but not be limited to, a D.O.T Physical, Drug Screen and/or written test. Positive findings on a drug screen would make the driver/applicant ineligible to drive and/or work.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an executive of the company.

I understand that I may only hold one Commercial Drivers License, that this license must be issued by the state I reside in and I agree to comply with these federal requirements.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws requires me to complete an I-9 Form in this regard.

I agree to these conditions of employment and if employed, agree to abide by any and all company rules during employment.

This certifies that I have read and understand the preceding paragraphs and agree to any and all terms of employment contained in them. This certifies that this application was completed by me and that all entries on it and all information in it are true and complete.

Signed: _____

Date: _____