

AMERIFIRST FINANCIAL CORPORATION**Application for Employment**

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

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Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

PLEASE COMPLETE PAGES 1-5.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

Telephone () _____ Social Security No. _____ - _____ - _____

Mobile/Beeper/Other Phone # () _____ Email address _____

Best time to call is: _____ May we contact you at work? ☐ No ☐ Yes Work Telephone# _____

If you are under 18 and it is required, can you furnish a work permit? ☐ Yes ☐ No If no, please explain _____

Position applied for (1) _____ Days/hours available to work
and salary desired (2) _____ No Pref _____ Thur _____
(Be specific) Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

When are you available to start work? _____ Are you legally eligible for employment in this country? ☐ Yes ☐ No

Will you relocate if the job requires it? ☐ Yes ☐ No Will you travel if the job requires it? ☐ Yes ☐ No

Will you work overtime if required? ☐ Yes ☐ No Have you ever been employed here before? ☐ Yes ☐ No

Have you ever submitted an application here before? ☐ Yes ☐ No

Educational Background

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE GPA
High School				
College				
Bus. or Trade School				
Professional School				

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness of the offense and nature of the violation, rehabilitation and position applied for will be taken into account.

HAVE YOU EVER PLED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME? ☐ No ☐ Yes

If yes, please provide date(s) and details _____

HAVE YOU EVER BEEN BONDED? ☐ Yes ☐ No

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? ☐ Yes ☐ No

What is your means of transportation to work? _____

Driver's license
number _____ State of issue _____ ☐ Operator ☐ Commercial (CDL) ☐ Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying.

Computer Skills (check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____ Years: _____	<input type="checkbox"/> Internet _____ Years: _____
<input type="checkbox"/> Spreadsheet _____ Years: _____	<input type="checkbox"/> Other _____ Years: _____
<input type="checkbox"/> Presentation _____ Years: _____	<input type="checkbox"/> Other _____ Years: _____
<input type="checkbox"/> Email _____ Years: _____	<input type="checkbox"/> Other _____ Years: _____

References

Please list two work references that are not related to you.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. List any job-related organizations to which you belong and any special accomplishments, publications or awards.

Employment History

Please list your work experience beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer
Address
City, State, Zip Code
Phone number

Name of last
supervisor

Employment
dates

Pay or salary

From
To

Start
Final

May we contact for reference? ☐ Yes ☐ No ☐ Later

Your last job title

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

What did you like most about your position?

What were the things you liked least about the position?

Name of employer
Address
City, State, Zip Code
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APPLICATION FOR EMPLOYMENT

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

What did you like most about your position?

What were the things you liked least about the position?

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

☐ Yes ☐ No ☐ Not Applicable If yes, please explain _____

If they have been explained to you, are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

PLEASE READ CAREFULLY

APPLICANT STATEMENT

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

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to other wise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees 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 or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

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 the employer's president.

I also 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 require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date: _____