

Alexander & Associates Co. recruits, hires, trains and promotes persons in all job classifications without regard to race, color, religion, national origin, sex, age, disability, veteran status, or any other protected status.

Applicant Information				
Last Name:		First Name:		Middle Name
Address		City	State	Zip
Home Phone #		Mobile Phone		Other: Pager, Fax, Other Phone

Have you ever applied for a position at Alexander & Associates? Yes No

Are you legally eligible to work in this country? Yes No

Have you ever been convicted of a crime? Yes* No

*Answering "Yes" will not necessarily disqualify you from consideration for employment

If Yes, please provide date(s) and details: _____

Work Preferences

When are you available to start work? (Month Day, Year) _____ / _____ / _____

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

Will you work overtime (more than 40 Hrs)? Yes No Will you work / travel weekends? Yes No

Education

Name of School	City, State	Did you Graduate?		Degree / Yrs Attended	Major
High School / GED		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
College		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
College		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
College		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Graduate School		Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Other Qualifications

Qualifications, Training or Special Skills

Relevant Professional Associations, awards, etc.

Relevant credentials, licenses, certifications, etc.

Alexander & Associates History

Have you ever worked on behalf of or with Alexander and Associates? Yes No Not sure

If yes, please describe the project, A&A employees you met and your role.

Employment History (most recent first)					
Employer		Phone #		Dates Employed	
				From	To
Address		City	State	Hourly Rates / Salary	
				Starting	
				\$	Per
Immediate Supervisor Name and Title		May we contact employer?		Hourly Rates / Salary	
		Yes	No	Final	
		<input type="checkbox"/>	<input type="checkbox"/>	Later	
		<input type="checkbox"/>	<input type="checkbox"/>	\$	Per
Brief Description Job Responsibilities including Final Job Title					
Reason for leaving					
Employer		Phone #		Dates Employed	
				From	To
Address		City	State	Hourly Rates / Salary	
				Starting	
				\$	Per
Immediate Supervisor Name and Title		May we contact employer?		Hourly Rates / Salary	
		Yes	No	Final	
		<input type="checkbox"/>	<input type="checkbox"/>	Later	
		<input type="checkbox"/>	<input type="checkbox"/>	\$	Per
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		Yes	No	Final	
		<input type="checkbox"/>	<input type="checkbox"/>	Later	
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		Yes	No	Final	
		<input type="checkbox"/>	<input type="checkbox"/>	Later	
		<input type="checkbox"/>	<input type="checkbox"/>	\$	Per
Brief Description Job Responsibilities including Final Job Title					
Reason for leaving					

Work References			
Name:	Phone #	Email Address	Relationship
Name:	Phone #	Email Address	Relationship
Name:	Phone #	Email Address	Relationship
Name:	Phone #	Email Address	Relationship

Applicant Statement

I certify that all the information I have provided in order to apply for and secure employment with Alexander & Associates is true, complete and correct.

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 (i) cancel further consideration of this application or (ii) immediately discharge me from Alexander & Associates Co., when it is discovered.

I agree to submit to a screening for illegal substances upon conditional offer for employment. A confirmed positive screen will result in my disqualification from employment

I agree to submit to a criminal and/or credit (if job-related) background investigation upon conditional offer for employment. I understand that an adverse background report may disqualify me from consideration.

Unless otherwise noted in this application, I authorize consent to my references, employers and/or employer representatives, public agencies, licensing authorities, and educational institutions and persons or organizations name in this application and/or accompanying resume to release any information to Alexander & Associates Co. that may be required to make an employment decision.

I understand my employment is not guaranteed for any term, and my employment may be terminated by Alexander & Associates Co. or myself at any time and for any reason. No manager, supervisor or representative of Alexander & Associates Co. is authorized to make an oral or written assurance or promise of continued employment.

I agree that any claim or lawsuit relating to my service with Alexander & Associates Co. must be filed no more than six (6) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Do not sign until you have read the above APPLICANT STATEMENT.

I have read and understand the contents of this employment application and am fully able and competent to complete it.

Applicant Signature _____ Date _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER