



ACE
ATSUMI CAR EQUIPMENT

3045 Peppers Ferry Road, Wytheville, VA 24382

276-228-1139 ext. 256 * 276-228-2975 (fax)

EMPLOYMENT APPLICATION

Atsumi Car Equipment is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Position Applying For:		Name (Last, First, Middle):			
Street Address:			City, State & Zip:		
Social Security Number:	Home Phone:	Other Phone:	Date of Application:		
Shift Preference: 1 2 3		Working Status: Full Time or Part Time		Date Available:	
Are you eligible to work in the United States? (Proof of eligibility require upon hire.)					<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or older?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever work for ATSUMI CAR EQUIPMENT?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied to ATSUMI CAR EQUIPMENT?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever pled guilty, pled nolo contendere, or been convicted of a felony? (A conviction will not necessarily disqualify you.) If you answered "Yes" to this question, please include a brief description of the circumstances including the felony charge(s), date of conviction or final disposition, and jurisdiction where the charge was prosecuted.					<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related to any current ATSUMI CAR EQUIPMENT employee? If so, who?					<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about us? <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Current Employee _____					

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		N/A	N/A
GED		<input type="checkbox"/> Yes <input type="checkbox"/> No		N/A	N/A
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.					

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments.

PLEASE DO NOT complete this information with the notation "See Resume."

Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact these references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Reference: Please list three people, who are not related to you or have been your previous supervisor that can provide professional references.

Name	Address	Phone Number	Relationship	Years Known

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I hereby certify that all of the information provided by me in this application (or any other accompany or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Atsumi Car Equipment, Inc. that such employment with Atsumi car Equipment is at will, for no specified duration and may be terminated by either Atsumi Car Equipment or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements Of Atsumi Car Equipment or its representatives used during employment process is deemed a contract of employment real or implied.

In consideration for employment with Atsumi Car Equipment, if employed, I agree to conform to the rules, regulations, policies and procedures of Atsumi Car Equipment at all times and understands that such obedience is a condition of employment. I understand that due to the nature of Atsumi Car Equipment's business, attendance and punctuality are considered essential requirements of every job at Atsumi Car Equipment and that poor attendance or tardiness will result in disciplinary action up to and including termination of employment.

I understand that if offered a position with Atsumi Car Equipment, I will be required to submit to a pre-employment drug screening and reference check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or an attempt to affect the result of these pre-employment tests and/or checks will result in withdrawal of any employment offer or termination of employment if already employed.

I herby authorize any and all schools, former employers, reference, courts and any others who have information about me to provide such information to Atsumi Car Equipment and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from Providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit another Application.

By signing below I acknowledge that I have read, understood and agree to the above statements.

Applicant Signature: _____

Date: _____