

**ADVANCED PERSONNEL, LLC**



**PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE**

**APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

**PLEASE COMPLETE PAGES 1-6.** DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
 No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

Salary desired (2) \_\_\_\_\_  
 (Be specific)

How many hours can you work weekly? \_\_\_\_\_ Can you work evenings? \_\_\_\_\_

Are you willing to travel to multiple office locations if necessary? \_\_\_\_\_  
 To which of the following office locations would you be willing to travel?  
 \_\_\_ ATHENS \_\_\_ LAWRENCEVILLE \_\_\_ DECATUR  
 \_\_\_ RIVERDALE \_\_\_ POWDER SPRINGS \_\_\_ OTHER: \_\_\_\_\_

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

When are you available for work? \_\_\_\_\_

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

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME (FELONY OR MISDEMEANOR)?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_



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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 (3) years**? How many? \_\_\_\_\_

Have you had any moving violations during the past **three (3) years**? How Many? \_\_\_\_\_

Typing  Yes \_\_\_\_\_ WPM  
 No

Personal Computer Yes  No

Other Skills \_\_\_\_\_

PC  Mac

Please list two references other than relatives or previous employers:

Name \_\_\_\_\_

Name \_\_\_\_\_

Relation to You \_\_\_\_\_

Relation to You \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

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.

[Large empty box for additional information]



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	MILITARY	
HAVE YOU EVER BEEN IN THE ARMED FORCES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Work experience</b>	Please list your work experience for the <b>past five years</b> beginning with your most recent job held. If you were self-employed, give firm name. <b>Attach additional sheets if necessary.</b>
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Name of Employer _____ _____ Address _____ City, State, Zip Code _____ Phone number _____	Hourly Pay or Salary: Start: Final: Employment Dates: From: _____ To: _____
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Name of last supervisor: \_\_\_\_\_

Your last job title: \_\_\_\_\_

Reason for leaving: (be specific)

\_\_\_\_\_

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

\_\_\_\_\_



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Name of Employer _____ _____	Hourly Pay or Salary: Start: Final:
Address _____	
City, State, Zip Code _____	Employment Dates: From:                      To:
Phone number _____	

Name of last supervisor:

Your last job title:

Reason for leaving: (be specific)

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



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Name of Employer, Address, City, State, Zip Code, Phone number, Hourly Pay or Salary, Start, Final, Employment Dates, From, To

Name of last supervisor:

Your last job title:

Reason for leaving: (be specific)

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

May we contact your present employer? Yes No

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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Advanced Personnel, LLC (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that could provide for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that any offer of employment with the Company shall be provisional / temporary for a period of ninety (90) days and that a regular position may or may not be offered after that time. Furthermore, at any time during the provisional period or thereafter, my employment relation with the Company is not a contract and is terminable at will for any reason by either party.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.