

# American Document Securities, Inc.

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*  
 \_\_\_\_\_  
*City* *State* *ZIP Code*

Phone:	(     )	E-mail Address:	
--------	---------	-----------------	--

Date Available:		Social Security No.:		Desired Salary:	\$
-----------------	--	----------------------	--	-----------------	----

Position Applied for:	Cell number if different from above:				
-----------------------	--------------------------------------	--	--	--	--

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	---------------------------------	--------------------------------	--	---------------------------------	--------------------------------

Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	
--	---------------------------------	--------------------------------	---------------	--

Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you currently employed?
---	---------------------------------	--------------------------------	-----------------------------

If convicted explain:	
-----------------------	--

Are you available to work full time? \_\_\_\_\_ **CAN YOU PASS A DRUG TEST?**

Are you currently on "lay off" status and subject to recall?

Please list professional and/or trade skills, business or civic activities and offices held below:  
 Example: equipment skills, software skills, etc.:

**WAREHOUSE: FORKLIFT? OTHER EQUIPMENT? CDL LICENSE?**

COMPUTER SKILLS?                      SOFTWARE? - EXCEL, WORD – OTHERS:

**RECORDS MANAGEMENT?**

Other skills?

### Education

High School:		Address:	
--------------	--	----------	--

From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
-------	--	-----	--	-------------------	---------------------------------	--------------------------------	---------	--

College:		Address:	
----------	--	----------	--

From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
-------	--	-----	--	-------------------	---------------------------------	--------------------------------	---------	--

Other:		Address:	
--------	--	----------	--

From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
-------	--	-----	--	-------------------	---------------------------------	--------------------------------	---------	--

Notes: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name:		Relationship:	
Company:		Phone:	(    )
Address:			
Full Name:		Relationship:	
Company:		Phone:	(    )
Address:			
Full Name:		Relationship:	
Company:		Phone:	(    )

Address:

### Previous Employment

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company:		Phone:	(    )
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company:		Phone:	(    )
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Military Service				
Branch:		From:		To:
Rank at Discharge:		Type of Discharge:		
If other than honorable, explain:				
Disclaimer and Signature				

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES FIELD:** Please add additional notes as to your strengths and why you would be a good employee: