

Employment Application



AAA Central Penn
 2301 Paxton Church Road
 Harrisburg, PA 17110
 1-877-848-9990
 www.aaa.com

Date:

Name:

Address:

City/State/Province:

Zip/postal code:

Home phone:

Cell phone:

Positions applied for:

Salary desired:

Hours available to work:

Mon	<input type="text"/>	Tues	<input type="text"/>
Wed	<input type="text"/>	Thurs	<input type="text"/>
Fri	<input type="text"/>	Sat	<input type="text"/>
Sun	<input type="text"/>		

Full-Time Part-time Full or part-time

Have you ever worked for this company? yes no

How did you find out about this position?

Do you have friends or relatives who work for this company? yes no

When are you available to begin work?

Education

Type of School	Name of School and Complete Mailing Address	Graduated?	Major or Degree
High School		<input type="radio"/> yes <input type="radio"/> no	
College Bus. or Trade School		<input type="radio"/> yes <input type="radio"/> no	
Professional School		<input type="radio"/> yes <input type="radio"/> no	
Other		<input type="radio"/> yes <input type="radio"/> no	

Have you ever been convicted of, plead guilty/no contest to, or had a suspended imposition of sentence for any offense (other than a minor traffic violation): yes no

If yes, please explain

If applying for a driving position, please answer the following:

Do you have a valid drivers license? yes no

State of issue:

Have you had any accidents in the past 5 years? yes no

How many?

Did you have any moving violations in the past 7 years? yes no

How many?

Are you a citizen of the United States? yes no

If no, are you authorized to work in the U.S.? yes no

Previous Employment (list up to 3)

1.

Name of employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete address:

Phone #:

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 employer: yes no

2.

Name of employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete address:

Phone #:

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 employer: yes no

3.

Name of employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete address:

Phone #:

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 employer: yes no

Skills:

Typing:

Computer: PC Mac Both

Applications (list all that apply):

Special training, certifications, licenses, foreign languages, special skills, etc.

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

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 shall be grounds for dismissal.

Name:

Date: