



Employment Application

Personal Information

- Full Name: _____
- Address: _____
- Phone Number: _____
- Email Address: _____
- Are you 18 years of age or older? (Yes/No): _____

Emergency Contact:

Position Information

- Position applying for: _____
- Available start date: _____
- Desired hourly rate or salary: _____
- Are you authorized to work in the U.S.? (Yes/No): _____

5 Job experience in the past 10 years (*start with the most recent*)

3 JOB REFERENCES:

1. Company Name: _____
Phone Number: _____
Supervisor: _____
Address: _____

Date of Employment: From _____ to _____

Position/ Duties:

Reason for Leaving:

May we contact this employer for a reference?

☐ YES

☐ NO

2. Company Name: _____
Phone Number: _____
Supervisor: _____
Address: _____

Date of Employment: From _____ to _____

Position/ Duties:

Reason for Leaving:

May we contact this employer for a reference?

☐ YES

☐ NO

3. Company Name: _____
Phone Number: _____
Supervisor: _____
Address: _____

Date of Employment: From _____ to _____

Position/ Duties:

Reason for Leaving:

May we contact this employer for a reference?

☐ YES

☐ NO

4. Company Name: _____
Phone Number: _____
Supervisor: _____
Address: _____

Date of Employment: From _____ to _____

Position/ Duties:

Reason for Leaving:

May we contact this employer for a reference?

☐ YES

☐ NO

5. Company Name: _____
Phone Number: _____
Supervisor: _____
Address: _____

Date of Employment: From _____ to _____

Position/ Duties:

Reason for Leaving:

May we contact this employer for a reference?

☐ YES

☐ NO

Optional social media (Optional — NOT Required) If you would like to share your professional social media (such as LinkedIn, Instagram project portfolio, or Facebook business page), please provide the link(s) below. **This is optional and will not affect your application if you choose not to provide it.**

• LinkedIn Profile: _____

• Instagram (Professional/Work Account): _____

• Facebook Business Page: _____

Skills and Qualifications

☐ Microsoft Office (Word, Excel, Outlook, Adobe Acrobat)

☐ Filing and Recordkeeping

☐ Customer Service

☐ Scheduling and Calendar Management

☐ Data Entry

☐ Bookkeeping

☐ Sales and Communication

☐ Social Media

☐ Other: _____

Education, Training, and Experience

School Name and Address	No. Years Completed	Did You Graduate	Degree or Diploma
High School _____	_____	Y _____ N _____	_____
Address _____ City _____			
State _____ Zip code _____			
College _____	_____	Y _____ N _____	_____
Address _____ City _____			
State _____ Zip code _____			
Vocational _____	_____	Y _____ N _____	_____
Address _____ City _____			
State _____ Zip code _____			

Additional Preliminary Questions

- Why are you interested in working with us?

- What do you know about our company?

- What strengths and weaknesses you bring to this position?

- Tell me what you know about your last company and its competitors.

- How would your former coworkers or supervisors describe you?

- How do you support an office manager during busy periods?

- What are your two greatest disappointments on your previous jobs?

- What did you like most and least about your previous jobs?

- Where do you see yourself in the next 2–3 years?

- What constructive criticism have you received, and what did you do about it?

- What do you do when you have too much work for a given period of time?

- What do you do when you are unsure how to complete a task assigned to you?

- What did you like most and least about your previous jobs?

- Where would you like to be careerwise in 5 years? In 10 years?

- What makes you a good fit for our team?

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize Ace Hauling Service, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Date

Applicant's Signature

As part of our employment process, and after a conditional offer of employment is made, Ace Hauling Service, INC. may require a background check in compliance with applicable laws. By signing below, you acknowledge that you understand a background check may be conducted after a conditional offer is extended and that you will be asked to provide written authorization at that time. (Consent will be requested separately if applicable.)