



AMERICAN FLEET SERVICES

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

APPLICATION FOR EMPLOYMENT

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Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Other Telephone (Cellular, Business, Etc.) ()
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____			Social Security #
Position applying for:			Pay Expected
Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States?			When will you be available to begin work?

Other special training or skills (languages, machine operation, etc.)

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SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership in Professional or Civic Organizations
(Exclude those that may disclose your race, color, religion or national origin)

If the box next to the question is checked, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

✓	What was your previous address?	How long at present address? _____ Years _____ Months
		How long at previous address? _____ Years _____ Months
✓	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", with what employers?	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of age.
✓	Have you ever been convicted of any crime excluding traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever been convicted of driving under the influence of alcohol or a narcotic drug? <input type="checkbox"/> Yes <input type="checkbox"/> No If you have answered "YES" to either of the two above questions, please explain in detail:	
✓	State names of relatives and friends working for us, other than your spouse.	
S I G N A T U R E	I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. I am not bound by any restrictive covenants in connection with my prior employers that would in any way limit or prohibit my performance of duties of the job for which I am applying.	
	In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than it's president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.	
If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.		
Type your name to constitute your signature:		
_____		_____
Date		Signature

FOR EMPLOYER'S USE ONLY

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Employer	Person Contacted	Results
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Tests Administered	Raw Score	Rating	Analysis and Comments

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Interviewer Name and Comments	OFFICE USE ONLY
	Applicant # _____ Employee # _____ Hire Date _____ Position _____ Rate _____ Class _____ Skill _____ Other _____ Notes: _____ _____



Release for Background Investigation

I hereby authorize **American National Fleet Service Inc.**, an Ohio corporation doing business as **American Fleet Services**, (hereafter referred to as "Company") or its agent, The Pre-Check Company, (hereafter referred to as "Pre-Check") to investigate my background in order to process my application for employment or at anytime on an ongoing basis during my employment with **American Fleet Services**.

I understand the consumer reporting agency will conduct an investigation to obtain information as deemed necessary to fulfill the requirements of the job. The information obtained may include investigation into the last seven (7) years and beyond regarding my past employment, work habits, salary history, education, criminal background, motor vehicle history, workers' compensation history, civil records, use of illegal substances and alcohol abuse, personal characteristics, mode of living, and general reputation.

I understand direct or indirect contact from former employers, schools, financial institutions, landlords, public agencies, and through personal interviews with my associates, friends, acquaintances, neighbors, or other persons who may have such knowledge may be made to obtain such information.

I forever release and discharge the Company, Pre-Check, their respective employees and agents, my past employers, schools, persons named in my employment application or resume from any claims, damages, losses, liabilities, and expenses arising out of gathering and reporting information.

I also understand that before being denied employment based on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

I understand I may request an outline of the nature and scope of the investigation if such request is made in writing within a reasonable period after the completion of the investigation. The address of The Pre-Check Company is P.O. Box 771264, Lakewood, Ohio, 44107, and their toll free telephone number is (800) 268-2435.

PLEASE FILL IN EACH BLANK SPACE:	
NAME:	PHONE
FORMER NAME:	SOCIAL SECURITY #:
CURRENT ADDRESS:	PREVIOUS ADDRESS:
CITY:	CITY:
STATE: ZIP:	STATE: ZIP:
COUNTY:	COUNTY:
LENGTH OF RESIDENCE: Years:___ Months:___	LENGTH OF RESIDENCE: Years:___ Months:___
DRIVER'S LICENSE #:	STATE:
DATE OF BIRTH:	HAVE YOU EVER BEEN CONVICTED OF A CRIME? ___ YES ___ NO IF YES, APPROX. DATE:___ CITY:___ STATE:___
MAY WE CONTACT YOUR CURRENT EMPLOYER? ___ YES ___ NO	

In addition to authorizing the background investigation, I certify that the information I have provided is true and complete, and I understand that if I am employed, false or incomplete statements of material fact on this authorization shall be sufficient cause for dismissal.
Type your name to constitute your signature.

SIGNATURE

DATE

American Fleet Services is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age (40 years of age and over). In addition, **American Fleet Services** does not discriminate against qualified individuals with disabilities.