

AEF ACADEMY EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Instructions: Please print all information and complete every part of this application. If there is a question which does not apply to you, mark "N/A." Do not leave any question unanswered. **Any false, misleading, or incomplete responses may result in disqualification for hire or immediate dismissal from employment. You may add another page if necessary.**

Position applied for: _____

Today's date: _____ Date you can start: _____

How did you learn about this job? _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Home Address: _____
City State ZIP

Cell Phone: _____ Email: _____

Availability:

1. Are there any weekdays (Mon-Thurs) that you are NOT available to work? Please give specific days and times:

2. Are there any weekends (Fri - Sun) that you are NOT available to work? Please give specific dates:

Eligibility:

Have you ever been convicted of a felony, or of any crime relating to theft or dishonesty, or involving acts of violence?

No Yes: Please explain conviction charge and provide date below:

NOTE: A criminal record will not necessarily disqualify an applicant from employment. The circumstances of the conviction will be considered in relation to the nature and duties of the job.

Are you authorized to be employed in the United States? Yes No

NOTE: The law requires that you provide evidence and a sworn statement of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing the documentation and statement which we will request from you.

EDUCATION AND TRAINING

Name and location of high school _____ Did you graduate? Yes No
Please list technical or trade school, college, and post-graduate education, if any:

School/College	Level Completed	Degree	Major Subjects
_____	_____	_____	_____
_____	_____	_____	_____

PREVIOUS EXPERIENCE

Please list all previous administrative experience below (if applicable):

Please list all previous experience working with youth below (if applicable):

PRIOR EMPLOYMENT

List your last three jobs, beginning with the most recent (you may omit jobs held more than five years ago).

May we contact your current employer? Yes No

1. Employer name/address/phone _____

Job Title _____ Dates employed _____ to _____

Duties _____

Salary \$ _____ Reason for leaving _____

2. Employer name/address/phone _____

Job Title _____ Dates employed _____ to _____

Duties _____

Salary \$ _____ Reason for leaving _____

3. Employer name/address/phone _____

Job Title _____ Dates employed _____ to _____

Duties _____

Salary \$ _____ Reason for leaving _____

REFERENCES

Please list three references whom we can contact.

1. Name: _____ Relationship: _____

Phone: (_____) _____ Occupation: _____ Years Known: _____

2. Name: _____ Relationship: _____

Phone: (_____) _____ Occupation: _____ Years Known: _____

3. Name: _____ Relationship: _____

Phone: (_____) _____ Occupation: _____ Years Known: _____

By signing below, I certify that the answers and information set out above are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate or complete, I may not be hired, or if hired, I may be discharged. I authorize AEF Academy or its agents to investigate all statements contained in this application for employment and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work or educational history or my character, to provide AEF Academy or its agents with all requested information and references, and to cooperate fully with the investigation of my character and qualifications.

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within AEF Academy has the authority to make oral contracts of employment. If hired, my employment relationship with AEF Academy is terminable at-will, with or without cause, by either myself or AEF Academy.

I also understand that any offer of employment may be conditional upon my passing a background check and completion of the Abuse Prevention Systems Training administered through AEF Academy.

I understand and agree to the conditions and statements set forth above, and throughout this application.

Applicant's Signature

Date

We are an equal opportunity employer. Employment opportunities are open to all qualified applicants solely based on job-related experience, knowledge, skills and abilities. Qualified applicants are considered for open positions for which they apply and for advancement without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, or the presence of a medical condition or disability. AEF Academy complies with all applicable federal, state and local laws of equal employment opportunity. Advancement is based entirely on an individual's demonstrated performance, job-related knowledge, skills, and ability.

PLEASE SEND COMPLETED APPLICATION TO RACHEL BLUM at Rachel.Blum@AEFClubs.com or mail to:

AEF Academy; c/o Rachel Blum; 9226 S. 99th Circle; Papillion, NE 68128