

APPLICATION FOR EMPLOYMENT



ACUMEN, INC

We are an equal opportunity employer and consider applications for all positions without regard to race, color, religion, sex, national origin, age, disability or veteran status, or any other legally protected status.

Please Print

PERSONAL INFORMATION

First Name: _____ Middle: _____ Last Name: _____

E-mail Address: _____ Home Phone: _____ Mobile Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

EMPLOYMENT INFORMATION

Please answer all of the following questions.

- Yes _____ No _____ Are you eligible to work in the United States?
- Yes _____ No _____ Are you at least 18 years or older? (If no, you may be required to provide authorization to work)
- Yes _____ No _____ Have you ever been terminated from employment or asked to resign by an employer?
If yes, explain _____
- Yes _____ No _____ Can you work overtime, including weekends?
- Yes _____ No _____ Are you able to perform the essential functions of the job for which you re applying,
with or without reasonable accommodation?

EMPLOYMENT DESIRED

Date you can start: _____

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Position Desired: _____ Hourly Rate/Salary Desired: _____
 Are you currently employed? Yes _____ No _____ If so may we inquire of your present employer? Yes _____ No _____

REFERRAL SOURCE

How did you hear about us? (select one) Walk In _____ Advertisement _____ Referral _____ Other _____
 Have you ever worked for Acumen, Inc. before? Yes _____ No _____ If so please list dates, position, and department.

Do you know anyone who works for this company? Yes _____ No _____ If yes, who? _____
 Relationship with this person(s) _____

EDUCATION

Education	Name and location of the school	Circle Years Attended	Degree/Diploma Received	Subjects or Major Studied
High School		1 2 3 4		
College/University		1 2 3 4		
Trade, Business, or Correspondence School		1 2 3 4		

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Professional References:

Give the names of three persons whom you have known at least three (3) years.

	Name	Type of Professional Relationship	Phone	Email	Company	Years Acquainted
1						
2						
3						

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

Computer Skills (please describe):

EMPLOYMENT HISTORY

Employment History must be complete, substitution of resume is not accepted.

Include your last seven (7) years of employment history, including years served in the U.S. military, periods of unemployment. Begin with the most recent and working backwards in time.

Incomplete information could disqualify you from further consideration.

May we contact your current employer? Yes _____ No _____

From(Month/Year)	From(Month/Year)	Employer Name:	Phone Number:
Job Title:		Employer Address:	
Immediate Supervisor and Title:		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary:		Reason for leaving:	

From(Month/Year)	From(Month/Year)	Employer Name:	Phone Number:
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Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Acumen, Inc. to hire me. If I am hired, I understand that either Acumen, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Acumen, Inc. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Acumen, Inc. true and complete information on this application. No requested information has been concealed. I authorize Acumen, Inc. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Printed Name

Signature

Date

THIS APPLICATION IS VALID ONLY FOR 30 DAYS FROM THE DATE SIGNED AND DATED ABOVE.