



**ASIAN COUNSELING
and REFERRAL SERVICE**

APPLICATION FOR EMPLOYMENT

Last name	First	MI	Date of application	Social Security number
Street address			Position desired	Expected pay
City	State	ZIP	Home telephone	Date available for work

Please read carefully and complete by printing in ink or typing.

An Equal Opportunity Employer

Asian Counseling and Referral Service is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability. ACRS does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of a service animal, military or veteran status. Information provided on this application will not be used for any discriminatory purpose. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the Human Resource Department.

Provide all information requested.

Your complete application form will be maintained in our active files for one (1) year from the date of application. You may submit a new application at any time.

Referral source Walk-in Government employment agency Private employment agency
 Employee Relative School
 Advertisement - Source _____ Other _____

Name of person who referred you (if applicable) _____

Have you ever applied to work here before? Yes No When _____

Have you ever been employed here before? Yes No From _____ To _____

Are you legally eligible for employment in this country? Yes No
 (Proof of U.S. Citizenship or immigration status will be required upon employment.)

Educational History

School name	Location (city, state)	Major course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Employer name		Job title
Street address		Phone number
City	State	ZIP code
Supervisor's name		Phone number
Base salary	Dates worked From	To
Reason for leaving		
Employer name		Job title
Street address		Phone number
City	State	ZIP code
Supervisor's name		Phone number
Base salary	Dates worked From	To
Reason for leaving		
Employer name		Job title
Street address		Phone number
City	State	ZIP code
Supervisor's name		Phone number
Base salary	Dates worked From	To
Reason for leaving		
Employer name		Job title
Street address		Phone number
City	State	ZIP code
Supervisor's name		Phone number
Base salary	Dates worked From	To
Reason for leaving		

Special Skills

To be completed by applicant for office/clerical work

Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Words per minute:
Dictation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Words per minute:
Computer skills	Hardware Software	

Please list other skills and/or equipment/language experience you have acquired

Military Record

Branch of service	From	To
Present military affiliation: None Reserve (active) Reserve (inactive)		
Kinds of training and duty while in service		

Outside Activities

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap.)

Professional memberships, certificates, or licenses held

Past and present civic or cultural activities – include offices held

Professional/Work References

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (incl. area code)	Occupation

Please answer the following questions:

- We are required to conduct a criminal history background check as a condition of employment. Have you ever been convicted of a crime? Yes No
- Can you provide documentation that you are eligible for employment in the United States? Yes No
- May we contact your present employer? Yes No

I agree to conform to the rules and regulations of the Asian Counseling and Referral Service and that, if hired, my employment will at-will and may be terminated with or without notice at any time at my option or at the option of the Agency. I understand that only a written agreement expressly to the contrary signed by me and by the Executive Director of the Agency can vary this employment at-will policy.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the agency's service, if employed.

Signature

Date

If any of your educational or employment records are under other than the above name, please provide other names.