



# Application For Employment

Administrative Employer Services and its affiliates is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, marital, or veteran status. Acceptance of this application does not create an obligation for Administrative Employer Services, Inc. to offer you a position.

**Client Information**

Company Name: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_ Department Code: \_\_\_\_\_

When did the employee begin working for you? \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Employee's Job Status:  Full Time  Part Time

Primary Pay Type:  Per Hour  Annual Salary  Commission  Other Primary Pay Rate or Salary: \$ \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AES Use Only**

First Day As AES Employee: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Workers' Compensation Code: \_\_\_\_\_

**Employee Information**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please provide the following information if the position you are applying for requires you to drive on company time:**

Drivers License Number: \_\_\_\_\_ State & Expiration Date: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No (If no, please provide a work permit)

Have you ever been convicted of any crime?  Yes  No (a conviction does not automatically bar employment)

If yes, state the date, place and nature of conviction: \_\_\_\_\_

\_\_\_\_\_

What position are you applying for? \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Grade of Completion: \_\_\_\_\_

City / State / Country: \_\_\_\_\_

College or Trade School Attended: \_\_\_\_\_  Degree  Diploma

City/ State / Country: \_\_\_\_\_