

# Ask The Advisors Team Member Application

Ask The Advisors is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. **FILL THIS APPLICATION OUT COMPLETELY .**

Date: \_\_\_\_\_

## I. Personal Information

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Social Security Number Telephone

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied For:** \_\_\_\_\_

List your **Email address** and any **Special Skills** or **Languages Spoken** :

\_\_\_\_\_

1. Do you have any relatives who are presently (or have formerly been) employed by Ask The Advisors?

\_\_\_\_\_

2. How were you referred to Ask The Advisors? \_\_\_\_\_

3. Have you ever been convicted of a felony?  Yes  No If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

4. Please provide your Driver's License number, state issued, and date of expiration:

\_\_\_\_\_

\_\_\_\_\_

5. Tell us about your driving record. List any incidents that you have been involved in over the past seven years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## II. Educational History

	School Name/Location	Years Completed	Degree/Diploma
High School	_____	_____	_____
College	_____	_____	_____
Tech. Training	_____	_____	_____
Other	_____	_____	_____

## III. Employment Record *Please include all employment for the last five years.*

- |  |  |
|--|--|
| _____  | _____  |
| Company Name (Current or Most Recent Employer) | Position Held                                  |
| _____  | Dates Employed: _____                          |
| Address  | From                  To                       |
| _____  | _____  |
| Manager / Supervisor                           | Telephone                          Wage/Salary |
| _____  | _____  |
| Reason For Leaving                             | _____  |
- |                      |  |
|----------------------|--|
| _____                | _____  |
| Company Name         | Position Held                                  |
| _____                | Dates Employed: _____                          |
| Address              | From                  To                       |
| _____                | _____  |
| Manager / Supervisor | Telephone                          Wage/Salary |
| _____                | _____  |
| Reason For Leaving   | _____  |
- |                      |  |
|----------------------|--|
| _____                | _____  |
| Company Name         | Position Held                                  |
| _____                | Dates Employed: _____                          |
| Address              | From                  To                       |
| _____                | _____  |
| Manager / Supervisor | Telephone                          Wage/Salary |
| _____                | _____  |
| Reason For Leaving   | _____  |

**NOTE:** Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

_____	_____
(Employer's Name)	Reason
_____	_____
(Employer's Name)	Reason

#### **IV. References** *Please do not include former employers.*

1.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone
	_____	
	Occupation	
2.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone
	_____	
	Occupation	

#### **Why do you want to work for Ask The Advisors ???**

#### **V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work?  
\_\_\_\_\_
2. Do you have any objection to working overtime? ( ) Yes ( ) No
3. Can you work overtime without prior notice? ( ) Yes ( ) No
4. Can you work on Saturday? ( ) Yes ( ) No
5. Can you work on Sunday? ( ) Yes ( ) No
6. Can you work late (beyond 6:00) without notice? ( ) Yes ( ) No
7. Can you travel if required by this position? ( ) Yes ( ) No

#### **VI. Application Questions**

1. What were your responsibilities on your last job?
2. What did you like best about your last job?
3. What did you like least about your last job?
4. Why did you leave your last job or why are you leaving your current job?
5. If you could have made one recommendation to your previous/current employer what would it be?

6. What have you done that you are proud of?
  
7. Describe the best boss you ever worked for?
  
8. Describe the worst boss you ever worked for?
  
9. What is your greatest strength?
  
10. What kinds of things irritate you the most?
  
11. Tell me about the ups and downs of your energy levels?
  
12. How do you feel about training?
  
13. Where do you want to be a year from now?
  
14. Is there anything else you would like to know about our company?
  
15. Is there anything else you would like to tell us about yourself?

## **VII. Salary / Hourly Rate Requirements**

If you leave this blank we will assume that you want to work for free.

If your application receives favorable consideration, what is the **MINIMUM** salary/hourly rate would you require?

\$ \_\_\_\_\_ per week / year. Circle one please.

# Background Research Release

## Authorization and General Release Form

The undersigned in connection with this application, authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information they may have about me to Ask The Advisors or its agents and releases them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

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Applicant's Printed Name

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Applicant's Signature

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Date

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Witness's Printed Name

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Witness's Signature

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Date