

ADM ENFORCEMENT, INC. Employment Application

Applying for: Full Time _____ Part time _____

Available days and hours:

ADM ENFORCEMENT, INC. is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, creed, color, national origin, sex, age, religion or disability. No question in this application is intended to secure information to be used for such discrimination.

INSTRUCTIONS TO THE APPLICANT

This application must be filled out by the applicant only, using black ink. Print responses neatly, accurately and thoroughly. The information submitted will be verified, therefore do not misstate or omit information. Read all instruction carefully. If more space is needed for your responses, attach a plain white sheet of paper. All information is confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be offered employment.

GENERAL INFORMATION

NAME (LAST, FIRST, MI) _____

E-MAIL _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY # _____ DRIVER'S LICENSE # _____

DRIVER'S LICENSE STATE _____ HOME # _____

CELL # _____ OTHER # _____

DO YOU HAVE A VALID DRIVER'S LICENSE	Y	N	HAVE YOU APPLIED WITH THIS COMPANY BEFORE	Y	N
ARE YOU 21 YEARS OF AGE	Y	N	IF SO, WHEN DID YOU APPLY	_____	
DO YOU HAVE A HIGH SCHOOL DIPLOMA/GED	Y	N	WHERE YOU INTERVIEWED OR HIRED	Y	N
DO YOU HAVE RELIABLE TRANSPORTATION	Y	N	IF, SO DESCRIBE	_____	
DO YOU HAVE A VALID INDIANA GUN PERMIT	Y	N	ARE YOU CURRENTLY OR EVER BEEN IN THE ARMED FORCES	Y	N
ARE YOU CURRENTLY EMPLOYED	Y	N	IF SO GIVE BRANCH, LAST RANK OBTAINED AND DATES OF SERVICE	_____	
IF SO, MAY WE CONTACT YOUR EMPLOYER	Y	N	_____		

EMPLOYMENT HISTORY

START WITH YOUR PRESENT OR MOST RECENT JOB. INCLUDE JOB RELATED SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ANY ORGANIZATION WHICH INDICATES RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION OR DISABILITY.

EMPLOYER _____ CITY, STATE _____

SUPERVISOR _____ PHONE NUMBER _____

DATES EMPLOYED _____ START/END WAGES _____

WORK PERFORMED _____ REASON FOR LEAVING _____

EMPLOYER _____ CITY, STATE _____

SUPERVISOR _____ PHONE NUMBER _____

DATES EMPLOYED _____ START/END WAGES _____

WORK PERFORMED _____ REASON FOR LEAVING _____

EMPLOYER _____ CITY, STATE _____

SUPERVISOR _____ PHONE NUMBER _____

DATES EMPLOYED _____ START/END WAGES _____

WORK PERFORMED _____ REASON FOR LEAVING _____

EDUCATION AND TRAINING

PLEASE LIST SCHOOL(S) ATTENDED AND ANY TRAINING COURSES OR CERTIFICATIONS OBTAINED, WHICH APPLY TO DESIRED POSITION.

SCHOOL/TRAINING	CITY, STATE	COURSE(S) OF STUDY	DATES ATTENDED	DEGREE/CERTIFICATION
-----------------	-------------	--------------------	----------------	----------------------

PROFESSIONAL SKILLS

LIST 3 PROFESSIONAL REFERENCES

NAME	PHONE NUMBER	CITY, STATE	OCCUPATION	YEARS KNOWN

CRIMINAL HISTORY

A FINGER PRINT BACKGROUND CHECK IS DONE ON EVERY APPLICANT OFFERED EMPLOYMENT. LIST ANY FELONY, MISDEAMEANOR, JUVENILE, OR TRAFFIC OFFENSES. HAVING A MISDEAMENOR OR TRAFFIC OFFENSE MAY OR MAY NOT DISQUALIFY AN APPLICANT.

OFFENSE(S)	CITY, STATE	DATE(S) OCCURRED	EXPLANATION/DISPOSITION

DRUG FREE ALCOHOL FREE WORKPLACE

CENTRAL TASK FORCE, INC IS COMMITTED TO PROVIDING A SAFE, HEALTHY AND EFFICIENT WORK PLACE. CENTRAL TASK FORCE PROHIBITS THE UNLAWFUL MANUFACTURING, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF ANY CONTROLLED SUBSTANCE WHILE PERFORMING DUTIES FOR CENTRAL TASK FORCE. CENTRAL TASK FORCE MAY CONDUCT RANDOM DRUG AND ALCOHOL TESTING TO ENSURE COMPLIANCE. VIOLATION OF THIS POLICY WILL RESULT IN TERMINATION.

AFFIRMATION

BY SINGING BELOW, YOU ACKNOWLEDGE THAT THE INFORMATION PROVIDED IS TRUTHFUL AND ACCURATE. ANY INFORMATION FOUND TO BE INACCURATE OR UNTHUTHFUL WILL RESULT AS DISQUALIFICATION FROM THE HIRING PROCESS OR TERMINATION OF EMPLOYMENT.

SIGNATURE OF APPLICANT _____ DATE _____

FOR OFFICE USE ONLY

INTERVIEWED BY _____ DATE _____ EMPLOYMENT OFFERED Y N
