



# Employment Application

By completing this application, you are seeking to join and help build a team of hardworking professionals dedicated to the craft consistently delivering outstanding service to our customers and contributing to the financial success of Ave's Lock and Key, its clients, and its employees.

**Please print.**

Position(s) Applied for		Date of Application	
<b>Maintenance Technician</b>		<input type="text"/>	
Print Name (Last, First, & Middle)		Date of Birth	Social Security Number
<input type="text"/>		<input type="text"/>	<input type="text"/>
Street Address		City	State      Zip Code
<input type="text"/>		<input type="text"/>	<input type="text"/>
Main Phone Number	Alternate Phone Number	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**EMPLOYMENT EXPERIENCE**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. [Add additional page if necessary, any employment history in excess of 5 years back is optional]

Name of Employer		Supervisor Name	
<input type="text"/>		<input type="text"/>	
Street Address		Main Phone Number	
<input type="text"/>		<input type="text"/>	
Dates Employed (Month/Year)		Pay Rate	
From	To	Starting	Final
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title and Duties		Reason for Leaving	
<input type="text"/>		<input type="text"/>	

Name of Employer		Supervisor Name	
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From	To	Starting	Final
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Dates Employed (Month/Year)		Pay Rate	
From	To	Starting	Final
Job Title and Duties		Reason for Leaving	

Have you ever been involuntarily terminated or asked to resign from any job?..... Yes  No

If yes, please explain

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

**EDUCATION**

Please describe your educational background in the table provided below.

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Course of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

**BUSINESS AND PROFESSIONAL CHARACTER REFERENCES**

Please list three professional character references of individuals who are **not** related to you and have known you for 5+ years and are in some position of trust and authority [I.E. Local L.E.O., Business Owner, Coach, Mason, Pastor, ETC]

Name and Title	Relationship	Phone Number or Email

**PERSONAL REFERENCES**

Please list three people who know you well.

Name and Title	Relationship and Years Acquainted	Phone Number or Email

**GENERAL INFORMATION**

1. Have you ever used another name or alias?..... Yes  No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?..... Yes  No
  - a. If yes to either of the above, please explain:

\_\_\_\_\_

\_\_\_\_\_

3. Have you ever worked for this company before?..... Yes  No
  - a. If yes, please give dates and position: \_\_\_\_\_
4. Do you have friends and/or relatives working for this company?..... Yes  No
  - a. If yes, name(s) and relationship(s): \_\_\_\_\_
5. On what date are you available to begin work? \_\_\_\_\_

6. Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

7. Are you available to work?  Full-time  Part-time  Shift Work  Temporary
8. Minimum salary required:.....Per Hour \$\_\_\_\_\_ Per Month \$\_\_\_\_\_
9. If hired, would you have a reliable means of transportation to and from work?..... Yes  No

10. Do you have a valid driver's license?..... Yes  No
- a. If yes, do you have any points on your license?..... Yes  No
- b. Explain either as needed, attach additional page if necessary

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11. Have you ever been convicted of a felony or misdemeanor? .....  Yes  No
- a. If Yes, What? \_\_\_\_\_

12. Are you at least 18 years old? ..... Yes  No
- a. Note: If under 18, hire is subject to verification that you are of minimum legal age.

13. If hired, can you present evidence of your identity and legal right to work in this country?.... Yes  No

14. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes  No
- a. If not, why? What accommodations would need to be made for you to perform said functions?

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15. Is there any additional relevant information we should know which would be revealed through a thorough background check, credit check, DMV inquiry, security clearance, bonding, insuring, or any other check that may be needed by Ave's Lock and Key or its clients that you wish to share before proceeding?..... Yes  No

### Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize Ave's Lock and Key to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to Ave's Lock and Key any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Ave's Lock and Key, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ In the event of my employment with Ave's Lock and Key, I understand that I am required to comply with all rules and regulations of Ave's Lock and Key which are currently set forth and as they change as necessary.

\_\_\_\_\_ If hired, I understand and agree that my employment with Ave's Lock and Key is at-will, and that neither I, nor Ave's Lock and Key is required to continue the employment relationship for any specific term. I further understand that Ave's Lock and Key or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

\_\_\_\_\_ I understand that safety of employees is extremely important to Ave's Lock and Key and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor as well as notifying said supervisor in the event I discover an unsafe working environment. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to submit to a drug test.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to submit to a background check. I will also be required to submit to a credit check and I may also be required to be bonded.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide a valid driver's license.

\_\_\_\_\_ I understand that I will be required to agree in writing and signed by a notary to a non-compete disclosure which will be permanent and I agree that I will comply with the terms set forth in that agreement before any sensitive information regarding the past, current, or future clients will be disclosed to me. I furthermore will not solicit said clients and I will not release any sensitive information regarding them. These include, but are not limited to names, addresses, phone numbers, key codes, credit card numbers, and trade secrets.

\_\_\_\_\_ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if any term, provision, or portion of this agreement is declared void or unenforceable, it shall be severed and the remainder of this agreement shall be enforceable.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please scan and submit via Email at [service@aveslockandkey.com](mailto:service@aveslockandkey.com), or mail/deliver completed application to  
Ave's Lock and Key, 4502 Hedgesville Road, Hedgesville WV 25427