EMPLOYMENT APPLICATION

AUI INC.
7420 READING AVENUE SE
ALBUQUERQUE, NM 87105-9825
(505) 242-4848

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

It is the policy of AUI Inc. to afford all persons (applicants and employees) Equal Employment Opportunity, without regard to their race, religion, sex, color, national origin, sexual orientation, marital status, age or disability. Such action shall include: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

NOTICE TO APPLICANTS:

1. If you need help filling out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.
2. This application form represents the minimum information required to be considered for employment at AUI. Please print clearly; incomplete or illegible applications will not be processed.
3. **AUI requires all new employees to take a drug and alcohol test before they are hired. If you are selected for employment, instructions will be given as to where this test will be taken. A $40.00 cash deposit is required at the time of testing. Only those applicants testing negative will be considered for employment with AUI. The deposit will be returned after you have worked 40 hours. It will be included in the next paycheck. If you test positive, decline the position, or quit/terminated before working the 40 hours, the $40.00 deposit will be forfeited.**
4. This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment.
5. Additional testing of job-related skills may be required prior to employment.
6. Due to the nature of construction, there is a possibility that your employment will be out of town.

TODAY'S DATE _____

PERSONAL DATA

LEGAL NAME _____
LAST **FIRST** **MIDDLE INITIAL**

ADDRESS _____
STREET **APARTMENT NUMBER**

_____ _____ _____
CITY **STATE** **ZIP CODE**

HOME PHONE # _(_____)_____ **WORK PHONE #** _(_____)_____

SOCIAL SECURITY # (LAST 4 DIGITS ONLY) **XXX-XX-**__ __ __ __

JOB INFORMATION

FOR WHICH POSITION ARE YOU APPLYING? _____

WHAT DATE CAN YOU START? _____

HOW DID YOU HEAR ABOUT AUI?
(Please check One)

☐ **AUI EMPLOYEE** ☐ **FRIEND OR RELATIVE** ☐ **ADVERTISEMENT**
☐ **WALK-IN** ☐ **OTHER**_____

HAVE YOU EVER WORKED FOR AUI? _____ **IF YES, WHEN?** _____

EDUCATION

PLEASE CIRCLE THE HIGHEST GRADE COMPLETED. 7 8 9 10 11 12 12+

	NAME	CITY/STATE	GRADUATED	DEGREE
HIGH SCHOOL				
COLLEGE				
OTHER				

JOB-RELATED SKILLS **(NOTE: Do not fill out any part of this section you believe to be non-job related.)**

LIST LANGUAGES IN WHICH YOU ARE FLUENT _____

DO YOU HAVE A VALID AND VERIFIABLE DRIVER'S LICENSE? YES____ **NO**____

DRIVER'S LICENSE #_____ **TYPE** _____ **STATE OF ISSUE** _____

IF YOU HAVE A CDL, PLEASE LIST ENDORSEMENTS _____

HAVE YOU HAD ANY MOVING VIOLATIONS? PLEASE DESCRIBE. _____

_____

PLEASE LIST ANY OTHER SKILLS, LICENSES OR CERTIFICATES THAT MAY BE JOB-RELATED OR THAT YOU FEEL WOULD BE OF VALUE TO THIS JOB OR COMPANY.

_____

_____

EMPLOYMENT HISTORY **(Current or most recent job first, then previous jobs in order.)**

COMPANY NAME _____ **TELEPHONE # (**_____**)** _____

ADDRESS _____
STREET **CITY** **STATE** **ZIP CODE**

SUPERVISOR _____ **MAY WE CONTACT? YES**____ **NO**____

HOURLY RATE **$**_____ **DATES EMPLOYED: FROM**_____ **TO**_____

JOB TITLES AND DUTIES _____

_____

REASON FOR LEAVING _____

_____

EMPLOYMENT HISTORY IS CONTINUED ON NEXT PAGE

EMPLOYMENT HISTORY CONTINUED

COMPANY NAME _____ **TELEPHONE #_(_____)**_____

ADDRESS _____
STREET **CITY** **STATE** **ZIP CODE**

SUPERVISOR _____ **MAY WE CONTACT? YES**_____ **NO**_____

HOURLY RATE **$**_____ **DATES EMPLOYED: FROM**_____ **TO**_____

JOB TITLE AND DUTIES _____

_____

REASON FOR LEAVING _____

COMPANY NAME _____ **TELEPHONE #_(_____)**_____

ADDRESS _____
STREET **CITY** **STATE** **ZIP CODE**

SUPERVISOR _____ **MAY WE CONTACT? YES**_____ **NO**_____

HOURLY RATE **$**_____ **DATES EMPLOYED: FROM**_____ **TO**_____

JOB TITLE AND DUTIES _____

_____

REASON FOR LEAVING _____

PRE-EMPLOYMENT STATEMENT

Please read the following statements carefully before signing.

I certify that the information that I have provided on this application is true, accurate and complete to the best of my knowledge.

I understand that any false statement, misrepresentation or willful omission of facts may prevent my being hired or, if hired, may cause termination from employment.

I understand that this application and records become the property of AUI which reserves the right to accept or reject them.

I authorize the company and/or its agents to conduct a work history inquiry to determine my acceptability for employment, and I release from liability any person giving or receiving any such information.

If hired, I will provide a medical and health history.

If hired, I will furnish documents required on form I-9, Employment Eligibility Verification.

I understand that employment with AUI is “Employment-At-Will”; meaning that either AUI or I can terminate my employment at any time, with or without notice or cause.

I agree to observe all rules, regulations and policies of AUI Inc.

I have read and understand the above, including the EEO Policy and Notice to Applicant.

_____ _____

SIGNATURE OF APPLICANT DATE