

Ace Pole
Employment Application

Ace Pole ("Ace") is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of sex, age, race, color, pregnancy, religion, genetic information, national origin, disability, veteran status, or other protected categories pursuant to applicable law.

Please answer all questions completely.

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for	If hired, when can you start working?		
Are you legally authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you worked for Ace before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when and where?
Have you ever been convicted of, pleaded guilty or nolo contendere to, or otherwise been found guilty of a felony? (Do not include convictions that were sealed, erased, statutorily eradicated, or expunged. Do not include convictions for minor traffic violations.)			
YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
		(Note: Your conviction history will not necessarily disqualify you from	

EDUCATION

High School	Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College			Degree	
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other			Degree	
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
			Degree	

REFERENCES

Please list three professional references who are not related to you.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()

Address

Full Name

Company

Address

Relationship

Phone ()

PREVIOUS EMPLOYMENT

Begin with your current or most recent employer and list all prior employers, including any periods of self-employment. Ask for additional sheets, if necessary. Please do not complete this information with the notation "see resume."

Company

Phone ()

Address

Supervisor

From

To

Job Title(s)

Responsibilities

Reason for Leaving

May we contact your previous supervisor for a reference? YES ☐

NO
☐

Company

Phone ()

Address

Supervisor

From

To

Job Title(s)

Responsibilities

Reason for Leaving

May we contact your previous supervisor for a reference? YES ☐

NO
☐

Company

Phone ()

Address

Supervisor

From

To

Job Title(s)

Responsibilities

Reason for Leaving

May we contact your previous supervisor for a reference? YES ☐

NO
☐

MILITARY SERVICE

YES ☐

NO ☐

From To

Branch

Rank at Discharge

Type of Discharge

If other than honorable, explain

WORK-RELATED SKILLS

Please list technical, clerical or trade skills relevant to this position.

DISCLAIMER AND SIGNATURE

I understand that Ace will rely, in part, on the information I provide on this Employment Application in considering whether to hire me. I understand that it is important that I provide complete and accurate information and certify that I have done so. If Ace discovers at any time that I failed to completely and honestly provide any information requested of me in this Employment Application or during the interview process, I understand that my application will no longer be considered or, if I am already working, that I will be subject to disciplinary action, up to and including termination of employment.

I authorize Ace to contact anyone that it deems appropriate to verify the information I have provided or will provide or to further investigate my background, past performance and suitability for employment. I hereby release from liability and hold harmless Ace and its representatives for seeking, gathering and using such information and all other persons or entities for furnishing such information. I understand that Ace may choose to obtain background information, including without limitation criminal history information, about me from a consumer reporting agency. Before requesting a report from a consumer reporting agency, Ace will ask for my authorization. I understand that if I refuse to provide such authorization, my application for employment will not be considered.

I understand that this Employment Application is not an offer of employment. I understand that nothing contained in this Employment Application creates a contract between Ace and me for employment or any other benefit. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon Ace.

I understand that if I am hired, I will be an employee "at will," meaning I am not hired for any definite length of time and either I or Ace can terminate my employment at any time for any or no reason. I understand that no supervisor or representative of Ace is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the "at will" language are valid unless they are in writing and signed by Ace's President.

If employed, I understand and agree that Ace retains the sole right in its business judgment to modify, suspend, interpret, or cancel, in whole or in part, at any time, with or without any notice, any published or unpublished policy, practice, procedure, process, or benefit.

I understand that I may be required to undergo a pre-employment drug/alcohol screening. If employed, I understand that I may be subject to drug/alcohol testing, consistent with applicable state law.

Applicants who need reasonable accommodation in the application process should contact Susan Rye at (912) 632-2800.

Signature

Date

Motor Vehicle Record Disclosure and Release

In connection with my ongoing employment or my application for employment, should I have or secure a position with Ace Pole, I understand that a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning by driving record from federal, state and other agencies that maintain such records, as well as independent services that provide driving record information.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to Insurance Office of America or it's agent.

I hereby authorize procurement of my motor vehicle report. If hired, this authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time during my employment. **Ace Pole's commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.**

Full Legal Name

Social Security Number

Drivers License Number/State

Date of Birth

Signature

Date

Ace Pole

6352 Timber Lane

Blackshear, GA 31516

Consent to Pre-Employment/Post-Offer Drug/Alcohol Test

I understand that I may be required to submit to a screening for drugs and/or alcohol in connection with my application for employment to Ace Pole ("Company"). I hereby consent for the Company, a collection facility, and a laboratory to perform appropriate tests or examinations for the presence of drugs and/or alcohol. Further, I give my consent for the release of the test results, or other medical information, to a Medical Review Officer, designated medical or professional representatives of the Company and/or authorized management of the Company for appropriate review. I understand that if I refuse to consent, the offer of employment may be withdrawn or, if I am already working, I may be terminated. I also understand that a positive test result may result in the withdrawal of the offer of employment, or if I am already working, termination of employment. I release the Company, its employees, management and its designated medical or professional representatives, from any and all claims or causes of action resulting from such a test, the release of the results of the test, and any decisions resulting therefrom. My consent to release the test results shall be valid for a period of one year from the date written below.

Applicants Signature: _____

Applicants Printed Name: _____

Date: _____