



Employment Application

Analytical & Consulting Services, Inc.

P.O. Box 8, 205 Sergeant Square Drive
 Sergeant Bluff, IA 51054-0008
 • Phone: (712) 943-4888 • Fax: (712) 943-4889 • Cell: (712) 253-1254
 • E-mail: info@acslab.net

Name _____

Last First M.I.

Social Security No _____ Date _____

Position(s) Desired (Title & Department) _____

Salary Desired _____ Full-Time Part-Time Temp

This form has been designed to assist you in the application process; all information given will be treated in a confidential manner. Please complete all information requested.

Address (Street/City/State/Zip) _____

Telephone _____ Have you ever been employed by Analytical & Consulting Services, Inc.? _____ If yes, please list dates of employment, position(s) held, and department(s) _____

Have you ever been interviewed for a job with Analytical & Consulting Services, Inc.? _____ If yes, please give the date and position for which you interviewed _____

State your name at that time if different from present _____ List any relatives employed by Analytical & Consulting Services, Inc. _____

As an adult, have you ever been convicted of an offense other than a minor traffic violation? Yes No
 (Convictions are evaluated by position and are not necessarily disqualifying). If yes, please explain below: _____

How did you learn about this position? Current ACS Employee Employment Opportunities Listing Employment Hotline Internet
 Newspaper (which one?) _____ School State Employment Office Other (specify) _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 If you did not complete high school, do you have a GED? _____

School Level	School Attended	Address	Years	Major	Degree/ #Credits
High School					
College/University					
Graduate School					
Trade School					

Drivers License Type _____ State _____ CDL
 Other Skills and/or Licenses _____
 Volunteer Work/Internships (Job Related) _____

SKILLS INVENTORY

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Typing 01 | <input type="checkbox"/> Programming 12 | <input type="checkbox"/> EMT-State__19 | <input type="checkbox"/> Truck Driver<1.5t 27 |
| <input type="checkbox"/> WPM _____ | <input type="checkbox"/> Languages: _____ | <input type="checkbox"/> EMIC-T-State__20 | <input type="checkbox"/> Truck Driver>1.5t 28 |
| <input type="checkbox"/> Personal Computer05 | _____ | <input type="checkbox"/> RN-State__21 | <input type="checkbox"/> Backhoe-Loader 29 |
| <input type="checkbox"/> Software: _____ | _____ | <input type="checkbox"/> LPN-State__22 | <input type="checkbox"/> Grader 30 |
| | | <input type="checkbox"/> CMA-State__23 | <input type="checkbox"/> Farm Tractor 31 |
| | <input type="checkbox"/> Drafting 14 | <input type="checkbox"/> CAN-State__24 | <input type="checkbox"/> Trencher 32 |
| <input type="checkbox"/> Dictaphone 04 | <input type="checkbox"/> Autocad 15 | <input type="checkbox"/> Regstd. _____ | <input type="checkbox"/> Bull Dozer 33 |
| <input type="checkbox"/> Calculator 06 | <input type="checkbox"/> Surveying 16 | <input type="checkbox"/> Dietician 25 | <input type="checkbox"/> HVAC 34 |
| <input type="checkbox"/> Switchboard 07 | <input type="checkbox"/> Const. _____ | <input type="checkbox"/> Dispatching 26 | <input type="checkbox"/> Welding 35 |
| <input type="checkbox"/> Filing 08 | <input type="checkbox"/> Inspection 17 | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Plumbing 36 |
| <input type="checkbox"/> Cashiering 09 | <input type="checkbox"/> Read Blue _____ | _____ | <input type="checkbox"/> Electrical 37 |
| <input type="checkbox"/> General Accountg.10 | Prints 18 | _____ | <input type="checkbox"/> Carpentry 38 |
| <input type="checkbox"/> Data Entry 11 | | | <input type="checkbox"/> Vehicle Maint. 39 |
| <input type="checkbox"/> Microfilm 12 | | | <input type="checkbox"/> Concrete Work 40 |
| | | | <input type="checkbox"/> Asphalt Work 41 |

(For office use only)

Date Received: _____

Employment History:

Listing the most recent first, complete your employment record for at least the past ten (10) years.

Last Name	First Name	SSN
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Employer _____ Address _____
 From _____ to _____ Job Title _____ Salary _____ Reason for leaving _____
 Supervisor Name _____ Telephone _____ May we call for references? _____
 Briefly, explain duties _____

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 From _____ to _____ Job Title _____ Salary _____ Reason for leaving _____
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Employer _____ Address _____
 From _____ to _____ Job Title _____ Salary _____ Reason for leaving _____
 Supervisor Name _____ Telephone _____ May we call for references? _____
 Briefly, explain duties _____

Analytical & Consulting Services, Inc. does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of programs and services.

“If employed, I understand that I must conform to the policies of Analytical & Consulting Services, Inc. and to any departmental rules and regulations, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Analytical & Consulting Services, Inc. or myself. I understand that no manager or representative of Analytical & Consulting Services, Inc., other than the President or duly appointed representative has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I hereby certify that the information given on all pages of this application is true and correct. I understand that any answers contrary to the truth may be grounds for dismissal or refusal to hire and that nothing has been withheld that would affect my employment. I authorize my former employers, educational institutions and other persons or entities identified in this application to provide any and all information or documents about me to Analytical & Consulting Services, Inc. I hereby relieve all individuals connected with such release from liability for providing this information. If employed, I understand that I must furnish information required pertaining to birthdate, sex, race, citizenship, marital status and number of dependents and would agree to conform to the rules and regulations of Analytical & Consulting Services, Inc.”.

Applicant Signature: _____

Date: _____