

# Employment Application



Date:

Name:

Address:

City, State:

Zip/Postal Code:

SS Number:

Home Phone:

Cell Phone:

Email:

*American Heritage School*

736 North 1100 East  
American Fork, Utah 84003

Phone 801-642-0055

Fax: 801-642-0060

[www.american-heritage.org](http://www.american-heritage.org)

**Work Availability:** FT / PT / Temp

Available starting Date:

Position applying for:

Are you lawfully eligible to work in the United States? Yes No

Have you been convicted of a crime within the last seven years? Yes No

Are you age 18 or older? Yes No

Have you ever been employed by American Heritage School? Yes No

How did you hear about this opening?

Please indicate any special training or skill you have that may be relevant to the position you are applying for:

## Education

Type of School	Name of School	Years Completed	Did you Graduate?	Major or Degree
High School				
College or University				
Business/Trade/Tech				
Graduate School				
Other				

## Previous Employment

1.

Name of Employer:

Name of Last Supervisor:

Address:

Phone#:

Last Job Title:

Employment Dates:

From/to:

Wage Paid:

May we contact your employer?

Describe your work duties:

Reason for leaving:

2.

Name of Employer:

Name of Last Supervisor:

Address:

Phone#:

Last Job Title:

Employment Dates:

From/to:

Wage Paid:

May we contact your employer?

Describe your work duties:

Reason for leaving:

3.

Name of Employer:

Name of Last Supervisor:

Address:

Phone#:

Last Job Title:

Employment Dates:

From/to:

Wage Paid:

May we contact your employer?

Describe your work duties:

Reason for leaving:

## References

Please give name, address, telephone number, and relationship of three character references who are not related to you:

Name	Address	Telephone #	Relation

## Languages

Indicate any foreign languages you can speak, read, and/or write:

Language	Speak			Read			Write		
	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair
	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair
	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair

## Other

List professional, trade, business, or civic activities or memberships:

## Signature

Important - Read carefully and sign or type your name below indicating the following: The answers to the foregoing questions are true and correct to the best of my knowledge. I understand that falsification of statements on this application will be considered a cause for dismissal. I understand that as part of normal employment procedures, a routine inquiry may be made concerning my past work history. I authorize such investigation. I understand that my employment is contingent upon the results of a drug screening analysis for substance abuse. If I am employed, I understand that I have the right to terminate my employment at any time, and the company retains a similar right.

Name:

Date: