

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
<u>HIGH SCHOOL</u>			
<u>COLLEGE</u>			
<u>OTHER</u>			

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 NEW MEXICO 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 # (_____) _____

