



210 North Fifth Street  
Reading, PA 19601  
610-376-0010 Office  
610-376-0021 Fax  
610-288-2310 TTY

**APPLICATION FOR EMPLOYMENT**

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability, or other classification protected by applicable law.

**This application will remain active for 60 days from the date of application.**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Phone #: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

You are applying for what position(s):  
\_\_\_\_\_

At which AIM Location:

Are you legally authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Are you over the age of 18? \_\_\_\_ Yes \_\_\_\_ No

What type of employment are you seeking: Regular full-time \_\_\_\_ Temporary full-time \_\_\_\_  
Regular part-time \_\_\_\_ Temporary part-time \_\_\_\_  
Seasonal \_\_\_\_

Are you able to travel if the job requires? \_\_\_\_ Yes \_\_\_\_ No

Specify days and hours you are available:  
\_\_\_\_\_

Were you previously employed by AIM? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when and for which location?

Have you ever applied for a position with AIM? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when and for what position?

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Date available to start: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Please list the names of friends or relatives currently working for AIM:

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### **RECORD OF EDUCATION**

Did you graduate from high school? \_\_\_\_\_ Yes \_\_\_\_\_ No

<b>School</b>	<b>Name/Address of School</b>	<b>Course of Study</b>	<b>Last Year Completed</b>	<b>Degree Completed</b>
Trade/Vocational:				
College/University:				
Other (specify):				

List any professional, trade, business, or civic organizations to which you belong that you consider relevant to your ability to perform this job:

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**EMPLOYMENT EXPERIENCE**

List each job held. Start with including your current or last job. You may include any volunteer or community service activities.

Are you currently employed?  Yes  No

If employed, may we contact your current employer?  Yes  No

<b>EMPLOYER:</b>	Duties/Responsibilities:
Address:	Dates Employed:
Job Title:	From: <span style="float: right;">To:</span>
Supervisor's Name/Phone No.:	Hourly Rate/Salary
	Starting: <span style="float: right;">Final:</span>
	Reason for leaving:
<b>EMPLOYER:</b>	Duties/Responsibilities:
Address:	Dates Employed:
Job Title:	From: <span style="float: right;">To:</span>
Supervisor's Name/Phone No.:	Hourly Rate/Salary
	Starting: <span style="float: right;">Final:</span>
	Reason for leaving:

<b>EMPLOYER:</b>	Duties/Responsibilities:
Address:	Dates Employed: From: _____ To: _____
Job Title:	Hourly Rate/Salary Starting: _____ Final: _____
Supervisor's Name/Phone No.:	Reason for leaving:

Please summarize any special skills and qualifications that you have attained that you consider relevant to your ability to perform this job:

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Please give the name, address, and phone number of (3) three professional references (not related to you):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you able to perform the essential functions of this position(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

**APPLICANT'S CERTIFICATION & AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize AIM to verify their accuracy and to obtain reference information on my work performance.

I hereby release AIM from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of AIM. However, I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at-will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

I also understand that if offered employment, the decision is contingent upon successful completion of pre-employment screenings including but not limited to, criminal background check, FBI and child abuse clearances, that confirm my ability to perform the work for which I am being considered. As such, I hereby authorize Abilities in Motion to perform a criminal background check, FBI and child abuse clearances. The results of these clearances will remain confidential.

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**Signature of Applicant**

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**Date**