



Employment Application

PLEASE PRINT

Today's Date: _____

_____	_____	_____	_____		
First Name	M.I.	Last Name	Preferred Name/Nickname		
_____		_____	_____	_____	_____
Street Address		Apt #	City	State	Zip
(____) _____ - _____	(____) _____ - _____	_____			
Home #	Cell #	E-Mail Address			

Please place a check by your response, or provide the appropriate information:

Are you interested in: Full Time: _____ Part Time: _____ Temporary: _____

What schedule would you prefer? Weekdays: _____ Weekends: _____
Evenings: _____ Nights: _____

How did you hear about the position? Classified Ad: _____ Radio: _____
Friend (Name): _____ Internet: _____

Desired Pay: Hourly (minimum): _____ Annual Pay (minimum): _____

When are you able to start work? (Date) _____

In what local area do you prefer to work? _____

Position Desired: _____

Please check yes or no to the following:

Are you authorized to work in the United States? Yes: _____ No: _____

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Accelerated Communications and Construction will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you under 18 years of age? Yes: _____ No: _____

Are you capable of performing the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes: _____ No: _____

Have you ever been previously employed with Cox Communications or any of its affiliate companies?

Yes: _____ No: _____

If so, are you eligible for re-hire? Yes: _____ No: _____

PLEASE LIST YOUR WORK EXPERIENCE BELOW, MOST RECENT JOB FIRST:

From: _____ To: _____ Company Name: _____
Mo/Yr Mo/Yr Position & Title: _____

Supervisor's Name & Title: _____

Supervisor's Phone #: (_____) - _____ Business Phone #: (_____) - _____

Type of Business: _____

Address: _____
Street City State Zip

Starting Pay: _____ Final Pay: _____

Termination Reason: Voluntary: _____ Involuntary: _____

Briefly describe your major duties and reason(s) for termination: _____

From: _____ To: _____ Company Name: _____
Mo/Yr Mo/Yr Position & Title: _____
Supervisor's Name & Title: _____

Supervisor's Phone #: (_____) - _____ Business Phone #: (_____) - _____

Type of Business: _____

Address: _____
Street City State Zip

Starting Pay: _____ Final Pay: _____

Termination Reason: Voluntary: _____ Involuntary: _____

Briefly describe your major duties and reason(s) for termination: _____

From: _____ To: _____ Company Name: _____
Mo/Yr Mo/Yr Position & Title: _____
Supervisor's Name & Title: _____

Supervisor's Phone #: (_____) - _____ Business Phone #: (_____) - _____

Type of Business: _____

Address: _____
Street City State Zip

Starting Pay: _____ Final Pay: _____

Termination Reason: Voluntary: _____ Involuntary: _____

Briefly describe your major duties and reason(s) for termination: _____

From: _____ To: _____ Company Name: _____
Mo/Yr Mo/Yr Position & Title: _____
Supervisor's Name & Title: _____

Supervisor's Phone #: (_____) - _____ Business Phone #: (_____) - _____

Type of Business: _____

Address: _____
Street City State Zip

Starting Pay: _____ Final Pay: _____

Termination Reason: Voluntary: _____ Involuntary: _____

Briefly describe your major duties and reason(s) for termination: _____

ADDITIONAL INFORMATION:

Unemployment- Account for all periods of time, 3 months or more, between positions held or after school:

From: _____ To: _____ How did you spend this time? _____
From: _____ To: _____ How did you spend this time? _____
From: _____ To: _____ How did you spend this time? _____

Education:	<u>Name/Address:</u>	<u>Major:</u>	<u>Graduate?</u>	<u>Degree/Diploma</u>
High School:	_____	_____	_____	_____
College:	_____	_____	_____	_____
Graduate:	_____	_____	_____	_____
Other:	_____	_____	_____	_____

Professional Designations:	<u>Designation:</u>	<u>Organization:</u>	<u>Date Completed:</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Professional Licenses:	<u>Type of License:</u>	<u>State Granting License:</u>	<u>License Number:</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Please list 3 professional references:

<u>Name:</u>	<u>Relationship:</u>	<u>Company:</u>	<u>Phone/Alt Phone:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

In the last seven (7) years, have you been convicted of, or have you plead guilty to, any felony or misdemeanor*? Please exclude any minor traffic offenses and convictions which have been sealed, impounded, erased, expunged, annulled, or nulled.

Georgia Applicants should not disclose any information pertaining to convictions protected under the First Offenders Act.

Louisiana, Montana, and Utah Applicants should only disclose information regarding felonies.

Yes: _____ No: _____ If yes, please describe: _____

PLEASE NOTE: Other factors will be taken into account, such as the nature of the offense, the time that has passed since the conviction, and the type of job being sought. Further, this information will be used only for job-related purposes, and only to the extent permitted by applicable law.

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION:

- I have submitted the attached form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.
- My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all other information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the company's employ.
- I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the company in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between the company and me, and that in the event that I am hired, my employment will be "at will" and either the company or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy, and the like, distributed by the company to its employees is intended to or can create an employment contract, an offer of employment, or any obligation on the company's part. The company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge, or change any benefit, policy practice, condition, or process affecting its employees.

References: I hereby authorize the company and its agents to make such investigations and inquiries into my employment and educational history and other related matters, as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquiries connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services, or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the company and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the company and each client to whom I may be assigned, which will require the client to pay a fee to the company, in the event that I accept direct employment with the client. I agree to notify the company immediately, should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated company) either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment has ended.

SIGNED: _____

DATE: _____

Accelerated Communications and Construction is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, Accelerated Communications and Construction complies with applicable state and local laws governing nondiscrimination in employment in every jurisdiction in which it maintains facilities. Accelerated Communications and Construction also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.