



Application for Employment

610 N. Grand St.
Amarillo, Texas 79017
806-383-8831

3707 MLK Blvd
Lubbock, Texas 79404
806-747-2991

Name: _____
Last First Middle Initial Maiden

Address: _____
Street City State Zip Code

Email Address: _____ Telephone: _____
Please circle one: Home Phone / Cell

Position Sought: _____

Driving Position? Yes: _____ No: _____ If yes, complete attached Authorization to Check Driving Record.

Have you previously worked for AET? Yes: _____ No: _____ If yes, when: _____

What type of employment will you accept? Full-time: _____ Part-Time: _____ Temporary: _____

If applying for part-time work, please describe the days and times you are available to work: _____

How did you hear about this position? _____

PREVIOUS EMPLOYMENT: Please list all employment for the past 10 years, beginning with your current position and working backward. You may attach a resume to include additional information.

Employer #1: _____ Address: _____

Dates of employment: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____
Name Position Phone Number

Employer #2: _____ Address: _____

Dates of employment: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____
Name Position Phone Number

Employer #3: _____ Address: _____

Dates of employment: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____
Name Position Phone Number

If you need additional lines, please ask Human Resources for additional Employment History pages.

Have you ever been involuntarily terminated from a position of employment? If so, please explain. (This question does not apply to a layoff or reduction in force for economic reasons). _____

MILITARY SERVICE:

Branch of Service: _____ Dates of Service: _____

EDUCATION:

Did you graduate from high school? Yes: ____ No: ____ If not, do you have a GED? Yes: ____ No: ____

Please indicate all college degrees and/or applicable coursework:

School Name Area of Study Degree Received/Semester Hours

Please list all licenses and certifications you hold which you believe qualify you for the position you seek:

Type: _____ Number: _____ Expiration: _____

Type: _____ Number: _____ Expiration: _____

RELEVANT EXPERIENCE: Please indicate all relevant experience which you would like AET to consider.

Shop Experience:

____ Arc welding ____ Spray painting ____ Truck/trailer rebuilding ____ Riveting
____ Heliarc welding ____ Electrical repair ____ Engine rebuilding ____ Hydraulic repair

Parts Experience:

____ Counter sales ____ Delivery ____ Stocking ____ Shipping dept. ____ Purchasing

Office Experience:

____ Typing ____ Words per minute ____ 10 Key by touch ____ Bookkeeping

Please list any additional experience, training, and skills which you believe qualifies you for the position you seek: _____

Please list all equipment, office machines, and computer programs you are able to operate which you believe will be useful in the position you seek: _____

ADDITIONAL INFORMATION:

During the past 7 years, have you been convicted of, or have you pleaded guilty or no contest to a felony offense? If yes, please explain, including offense, date of conviction or plea, and state and county in which offense occurred: _____

If you need additional lines, please ask Human Resources for additional Criminal History pages.

By signing below, I certify that I have fully and accurately answered all questions and have given all information requested in this application for employment, and I understand that any wrong or incomplete information on this form may disqualify me for further consideration for employment or, if discovered after I am hired, will be grounds for my immediate termination. I understand that all such information is subject to verification by American Equipment and Trailer, and I hereby give my consent to American Equipment and Trailer to investigate my background and qualifications using any means, source, and outside investigators at its disposal. Finally, I understand that submission of this application does not necessarily mean that I will be hired, and that if I am hired, my employment will be at will, and either I or American Equipment and Trailer may terminate my employment at any time, with or without notice or reason.

Applicant's Signature

Date



Authorization to Check Driving Record

I, _____, applicant for the _____ position with American Equipment and Trailer, do hereby authorize American Equipment and Trailer to obtain a copy of my driving record to be used to evaluate my potential and/or continued employment with American Equipment and Trailer. I hereby authorize the Texas Department of Public Safety or any other entity authorized to access state or federal agency records to furnish American Equipment and Trailer, or its agent, my driving record. I do hereby release all agents, servants, and employees of American Equipment and Trailer, from all liability resulting from the release of this information.

Driver's License Number

State of Issuance

Driver's License Number

State of Issuance

Driver's License Number

State of Issuance

ACKNOWLEDGED AND AGREED:

Signature

Printed Name

Printed Name (as it appears on Driver's License)



Employee Consent to Drug and Alcohol Testing

I, _____, hereby agree, upon a request made under American Equipment and Trailer's Drug and Alcohol Policy, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I, at any time, refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have American Equipment and Trailer and/or its company physician send the specimen or specimens collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to American Equipment and Trailer and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize American Equipment and Trailer to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized officers, employees, and agents of American Equipment and Trailer will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless American Equipment and Trailer, its company physician, and any testing laboratory American Equipment and Trailer might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a representative of American Equipment and Trailer or its laboratory of choice makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless American Equipment and Trailer, its company physician, and any testing laboratory American Equipment and Trailer might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY MAY REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST AFTER I RECEIVE AN OFFER OF EMPLOYMENT (BUT BEFORE I BEGIN WORKING FOR THE COMPANY), WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND/OR RANDOMLY, AND I AGREE TO SUBMIT TO ANY SUCH TEST.

ACKNOWLEDGED AND AGREED:

Signature

Printed Name

Date

Company Representative



Authorization for Background Check

I, _____, applicant for the _____ position with American Equipment and Trailer, do hereby authorize American Equipment and Trailer to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that American Equipment and Trailer will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of American Equipment and Trailer's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

ACKNOWLEDGED AND AGREED:

Signature

Printed Name

Date