



# Application for Employment

ATM Solutions, Inc. (ASI)

551 Northland Blvd, Forest Park, OH 45240

*An Equal Opportunity Employer without regard to: race, color, religion, sex, national origin, age, handicap or veteran status.*

**IMPORTANT:** Answers must be printed/typed; & any answers that are incomplete/illegible may prevent application consideration.

## PERSONAL DATA

**Applicant Name:** \_\_\_\_\_  
 (Last) (First) (MI) (Maiden)

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone #** \_\_\_\_\_ - \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_ - \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ - \_\_\_\_\_ **Driver's License #/ST#** \_\_\_\_\_ / \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Place of Birth** \_\_\_\_\_ / \_\_\_\_\_  
 For ID purposes ONLY (Month) (Date) (Year) (City) (State)

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

## EDUCATIONAL BACKGROUND

**High School:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Name) (Year Graduated) (Degree Level)

**College/University:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Name) (Year Graduated) (Degree Level)

**Other Education:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Name) (Year Graduated) (Degree Level)

## EMPLOYMENT HISTORY

**IMPORTANT:** Starting with your current or most recent employer, list last 3 employers in consecutive order.

**Employer:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Employer Name) (City/State) (Start Date / End Date)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Position/Title) (Ending Wage/Rate of Pay) (Reason for Leaving)

**Employer:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Employer Name) (City/State) (Start Date / End Date)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Position/Title) (Ending Wage/Rate of Pay) (Reason for Leaving)

**Employer:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Employer Name) (City/State) (Start Date / End Date)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Position/Title) (Ending Wage/Rate of Pay) (Reason for Leaving)

**POSITION UNDER CONSIDERATION INFORMATION**

Position Applied For: \_\_\_\_\_ Referral Source: \_\_\_\_\_  
(Careerbuilder, ZipRecruiter, Civilian Jobs, Indeed, ASI Employee, Other)

Are you willing to work any shift (including nights/weekends)? \_\_\_\_\_ Yes \_\_\_\_\_ No

How soon after notification can you report for work?  
\_\_\_\_\_  
(Immediately, After 2 weeks, or List the specific start date)

Do you have any relatives (including in-laws) employed at ASI? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any friends employed at ASI? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied to or been interviewed by ASI in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No

**MILITARY SERVICE AND STATUS**

Have you served in the Military, Reserves, or National Guard? \_\_\_\_\_ Yes \_\_\_\_\_ No

Branch of Service: \_\_\_\_\_ Military Occupation: \_\_\_\_\_

Rank at Time of Discharge: \_\_\_\_\_ Start Date / End Date: \_\_\_\_\_ / \_\_\_\_\_

Were you honorably discharged? \_\_\_\_\_ Yes \_\_\_\_\_ No

**IMPORTANT: ASI will require a review of the original or copy of military discharge and/or review of the DD Form 214.**

**FAIR CREDIT REPORTING ACT DISCLOSURE - SMS EMPLOYMENT INQUIRY RELEASE**

In conjunction with my application for employment (including contract services) with you, my prospective employer, I understand that you intend to hire Selection Management Services (SMS) to obtain "Consumer Reports" about me as defined in the Fair Credit Reporting Act (FCRA). These "Consumer Reports" may include information concerning credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, work experience, reasons for work termination, general reputation, personal characteristics or mode of living. You also may seek information concerning employment history, workers' compensation history, motor vehicle report, education background, civil litigation history, and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment to me. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a "Consumer Report" obtained from SMS, I will be provided with a copy of the "Consumer Report" and a written summary of my "Consumer Rights" under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, SMS or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Consumer Reports" about me from SMS at any time during my employment from you. A photocopy or facsimile of this authorization shall be as valid as the original.

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Applicant Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year) By signing, I confirm that I have read & understand the terms of this application & am granting permission to ASI to review my history for employment consideration.

**IMPORTANT: Make sure to include a copy of the applicant's resume w/ the submitted application otherwise processing delays can occur.**

Manager Name: \_\_\_\_\_ Manager Signature: \_\_\_\_\_

Manager Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year) By signing, I confirm that I have reviewed the applicant's resume, conducted a face-to-face interview & would like this applicant reviewed for possible employment.