



# AMERITAC, INC.

2280 Diamond Blvd., Suite 360 • Concord, CA 94520 • Office (925) 691-8360 • Fax (925) 691-1023  
Web Address: [www.ameritac.net](http://www.ameritac.net)

## EMPLOYMENT APPLICATION

**Equal Opportunity Employer:** AMERITAC, INC. (AMERITAC) is committed to a policy that provides equal employment opportunities to all employees without regard to race, color, sex, religion, national origin, ancestry, age, marital status, medical condition, disability or genetic information, veteran status, sexual orientation, or any other non-job related characteristic, and to make all employment decisions so as to further this principle of equal employment opportunity.

*Please Answer All Questions. Resumes Are Not A Substitute For A Completed Application.*

Position Applied For \_\_\_\_\_ Desired Salary/Hourly Rate \_\_\_\_\_

Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Alternate ( ) \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip code

Previous Address \_\_\_\_\_  
Street City State Zip code

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes  No  N/A

Type of employment desired? Full-time  Part-time  (Specify hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date on which you can start work if hired \_\_\_\_\_

Have you previously applied for employment with AMERITAC? Yes  No

If yes, when and where did you apply? \_\_\_\_\_

Have you ever been employed by this AMERITAC? Yes  No  If Yes, provides dates of employment, location, and reason for separation from employment.

\_\_\_\_\_  
\_\_\_\_\_

### INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:

- California applicants: Do not include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.
- All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above?

Yes  No

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial?

Yes  No

**CRIMINAL OFFENSES ONLY:** If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

\_\_\_\_\_  
\_\_\_\_\_

*Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. AMERITAC will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the positions' functions and qualifications, the frequency of convictions, the applicant's age at time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.*



# AMERITAC, INC.

EDUCATION SCHOOL LEVEL	SCHOOL NAME AND LOCATION	NO. OF YEARS ATTENDED	DID YOU GRADUATE?
High School			
College			
Degree/Major			
Trade, Business or correspondence School			
Degree/Major			
Honor(s) Received			

Please list all special technical skills that you feel qualify you for the job for which you are applying (e.g., computer programming/language, software, equipment operation, special tools or machines, etc.)

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Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record?

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**WORK EXPERIENCE:** Please list the names of your present or previous employers in chronological order with present or last employer listed first. Account for **ALL** periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for future consideration from employment.

<b>Employer Name</b>				
Address		City	State	Zip
Starting Date	Ending Date	Position Title		
Beginning Salary	Ending Salary	May we contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?		
Name of Supervisor		Title	Phone	
Reason For Leaving				
<hr/>				
<b>Employer Name</b>				
Address		City	State	Zip
Starting Date	Ending Date	Position Title		
Beginning Salary	Ending Salary	May we contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?		
Name of Supervisor		Title	Phone	
Reason For Leaving				



# AMERITAC, INC.

<b>Employer Name</b>			
Address	City	State	Zip
Starting Date	Ending Date	Position Title	
Beginning Salary	Ending Salary	May we contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?	
Name of Supervisor	Title	Phone	
Reason For Leaving			

<b>Employer Name</b>			
Address	City	State	Zip
Starting Date	Ending Date	Position Title	
Beginning Salary	Ending Salary	May we contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?	
Name of Supervisor	Title	Phone	
Reason For Leaving			

Please explain fully all gaps in your employment history in excess of one month.

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Have you ever been terminated or asked to resign from any job?  Yes  No

Has your employment ever been terminated by mutual agreement?  Yes  No

Have you ever been given the choice to resign rather than be terminated?  Yes  No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

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### REFERENCES

Please list the names of work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

NAME	TITLE	COMPANY	WORK RELATIONSHIP (i.e., supervisor, co-worker)	TELEPHONE
			#of Years Known:	
			#of Years Known:	
			#of Years Known:	



**APPLICANT CERTIFICATION**

I understand that AMERITAC has a drug-free workplace or drug and/or alcohol-testing program consistent with applicable federal, state, and local law. If I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to AMERITAC's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the AMERITAC's policies and applicable federal, state, and local law.

If employed by AMERITAC, I understand and agree that AMERITAC, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY AMERITAC, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE AMERITAC IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH AMERITAC AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF AMERITAC AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF AMERITAC, AND I UNDERSTAND THAT AMERITAC HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize AMERITAC or its agents to confirm all statements contained in this application and/or resume to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to AMERITAC or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability AMERITAC and its representative for seeking such information and all other persons, corporation, or organizations furnishing such information.

If hired by AMERITAC, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand AMERITAC employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

**Applicant Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Please Print)

**Applicant Signature** \_\_\_\_\_

*-Equal Opportunity Employer/Affirmative Action-*



# AMERITAC, INC.

## APPLICANT OR NEW HIRE EEO-1 SELF IDENTIFICATION FORM

**PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM**

AMERITAC is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, AMERITAC invites applicants and employees to voluntarily self-identify their race and ethnicity.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Location: \_\_\_\_\_ Gender  Female  Male

Check one in each category below:

Race and Ethnic Identification (check the appropriate box below):

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above six races.
- Decline to State**

How did you learn of this vacancy? (Please check one)

- Advertisement: specify publication \_\_\_\_\_
- Employment announcement: where posted? \_\_\_\_\_
- Employee referral by: \_\_\_\_\_
- Organization or group referral by: \_\_\_\_\_
- Telephone information job hotline \_\_\_\_\_
- Web site: \_\_\_\_\_
- Other: \_\_\_\_\_

In the event you believe there is a reasonable accommodation that will assist you in performing the essential functions of your job, please contact your manager or corporate human resources.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_