



Leadership and Advocacy

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APPLICATION FOR EMPLOYMENT

ACE will not discriminate against employees or applicants for employment on the basis of any legally protected characteristic, including, but not limited to, race, color, religion, sex, sexual orientation, pregnancy, marital status, physical or mental disability, age, veteran status, and national origin.

Position(s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Date available for employment: \_\_\_\_\_ Salary desired: \_\_\_\_\_

How did you hear about the position for which you are applying? [ ] Advertisement [ ] Friend [ ] Walk-in [ ] Recruiting Firm [ ] Current Employee [ ] Other: \_\_\_\_\_

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

Street/Apt#/State/ZIP Code: \_\_\_\_\_

Telephone Number where we can contact you:

Home: ( ) \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_

Have you ever used any other name that we should know to verify the information you provide on this application? [ ] Yes [ ] No. If yes, please provide other name: \_\_\_\_\_

Have you ever been employed by ACE? [ ] Yes [ ] No If yes, when? \_\_\_\_\_ In what position? \_\_\_\_\_

Please state the name of any relative(s) currently employed at ACE: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? [ ] Yes [ ] No

Are you available to work: [ ] Full Time [ ] Part Time? If part time, specify days and hours: \_\_\_\_\_

Are you able to travel if required by the position? [ ] Yes [ ] No

If hired, can you provide proof that you are eligible to work in the United States? [ ] Yes [ ] No

If no, explain your current status and eligibility for a work visa: \_\_\_\_\_

Do you have any commitments to a current or former employer that might affect your employment with ACE (including, but not limited to, a non-competition agreement)? [ ] Yes [ ] No

If yes, explain: \_\_\_\_\_

Have you been convicted of or pleaded guilty or no contest to a crime in the last **seven** years? \* Yes No  
(\*Note: A criminal record will not necessarily bar you from employment. Hiring decisions will be based upon all relevant circumstances, including the nature of the crime and the job for which you have applied.)

If yes, state the nature, date, and location of conviction and any sentence imposed (jail term, probation, etc.).

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**RECORD OF EDUCATION**

| Name and Address of School | Numbers of Years Completed | Did You Graduate? | Diploma or Degree Received |
|----------------------------|----------------------------|-------------------|----------------------------|
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|                            |                            |                   |                            |
|                            |                            |                   |                            |
|                            |                            |                   |                            |

**MILITARY SERVICE RECORD**

Have you ever served in the U.S. Armed Forces? Yes No

If yes, list duties while in the service, including special training, relevant to the position for which you have applied.

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**OTHER SKILLS AND QUALIFICATIONS**

Summarize any job-related training, skills, licenses, certificates, and other qualifications:

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**PRIOR WORK EXPERIENCE**

List previous positions in order, beginning with current or most recent employer. Provide your employment history over the last 10 years and account for any gaps in your employment during that time. You must complete this section even if you attach a résumé. If you do not want ACE to contact a previous supervisor for a reference, please indicate below.

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \_\_\_\_\_

Address and Telephone Number of Employer: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Describe in detail the work you performed: \_\_\_\_\_

What did you like most about this job? What did you like least? \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \_\_\_\_\_

Address and Telephone Number of Employer: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Describe in detail the work you performed: \_\_\_\_\_

What did you like most about this job? What did you like least? \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \_\_\_\_\_

Address and Telephone Number of Employer: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Describe in detail the work you performed: \_\_\_\_\_

What did you like most about this job? What did you like least? \_\_\_\_\_

**(If you need more room to complete your prior work experience, use additional sheets of paper.)**

Have you ever been discharged from a position, or resigned in lieu of discharge?  Yes  No

If yes, please explain the circumstances:

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

**PROFESSIONAL REFERENCES**

**(Please include at least one prior supervisor.)**

| Name and Occupation | Dates/Capacity Known | Address | Telephone Number |
|---------------------|----------------------|---------|------------------|
|                     |                      |         |                  |
|                     |                      |         |                  |
|                     |                      |         |                  |

**PRE-EMPLOYMENT STATEMENT**

*(PLEASE READ VERY CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW.)*

**I understand and voluntarily agree that:**

\_\_\_\_\_ The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any material fact in my application, résumé, or any other materials, or during any interviews, will be grounds for refusal of employment or, if I am employed, immediate termination from ACE's employ.

\_\_\_\_\_ Any offer of employment I may receive from ACE is contingent upon my successful completion of the Council's total pre-employment screening process, including ACE's receipt of references that it considers satisfactory.

\_\_\_\_\_ In processing my application for employment and, if I am employed, for other employment purposes, ACE hereby is authorized to verify all the information provided by me, and to procure or have prepared a consumer report or an investigative consumer report for this purpose concerning, among other things, my prior employment or military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. **I have received a separate document confirming that ACE may obtain such a report or reports (Background Release Notification form).**

\_\_\_\_\_ I authorize all of my present and former employers, educational institutions, and those individuals I have listed as professional references to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, academic record, and other qualities pertinent to my qualifications for employment, and I hereby release them from any and all liability for damages arising from furnishing the requested information.

\_\_\_\_\_ I understand that, if I am employed, I will have access to confidential information of ACE and others, and will be legally obliged to maintain that information in strict confidence. My failure to do so would be grounds for immediate dismissal.

\_\_\_\_\_ I understand and agree that if I am employed, I will comply with ACE's policies, rules, regulations, and procedures. I also understand that my employment and compensation can be terminated with or without cause or prior notice at any time, at the option of either ACE or me. I further understand that no manager or other representative of ACE other than the President has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any ACE policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the President.

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