



➤ **EDUCATION**

NAME	ADDRESS	CITY, STATE	MAJOR COURSE or SUBJECT	CIRCLE LAST YEAR COMPLETED	IF GRADUATED, MONTH & YEAR	DEGREE
High School or Preparatory				1 2 3 4		
Technical School				1 2 3 4		
College				1 2 3 4		
Graduate Work				1 2 3 4		

(Your responses to inquiries about organizations and activities should not include those that are revealing as to race, creed, color, national origin or ancestry.)

List scholastic honors, offices held and activities in high school: \_\_\_\_\_

List scholastic honors, offices held and activities in college or technical school: \_\_\_\_\_

If you did not graduate, why did you leave school or college? \_\_\_\_\_

Are you planning to pursue further studies?  Yes  No  Day School  Night School  
 If so, when, where and what course(s): \_\_\_\_\_

Indicate by check marks (✓) the subjects in which you have had special training:

Shorthand \_\_\_\_\_ Typing \_\_\_\_\_ Computer Hardware \_\_\_\_\_ Adding Machine \_\_\_\_\_ Switchboard \_\_\_\_\_  
 Law \_\_\_\_\_ Elementary Accounting \_\_\_\_\_ Advanced Accounting \_\_\_\_\_ Real Estate \_\_\_\_\_  
 Computer Software: Lotus \_\_\_\_\_ Excel \_\_\_\_\_ Word \_\_\_\_\_ Peachtree \_\_\_\_\_ Timberline \_\_\_\_\_

Use the space below to describe your interest in this position and the skills and aptitudes that you feel qualify you for a position at AHMC Asset Management. You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting, and the like. If you need more space, please continue on a separate sheet.

Have you been employed here previously?  Yes  No Have you ever applied here before?  Yes  No

Have you ever been convicted of a criminal offense involving dishonesty or breach of trust (including but not limited to, robbery, embezzlement, forgery, perjury, tax evasion, etc.)?  Yes  No

➤ **MILITARY SERVICE RECORD**

Have you served in the Armed Forces of the United States?  Yes  No  
 Date of entry in Service \_\_\_\_\_ Rank at entry \_\_\_\_\_ Branch of Service \_\_\_\_\_  
 Date of discharge \_\_\_\_\_ Rank at discharge \_\_\_\_\_ Type of discharge \_\_\_\_\_  
 Are you at present in any active or inactive reserve or the National Guard?  Yes  No  
 If so, what unit \_\_\_\_\_ Rank \_\_\_\_\_

Are you registered for Selective Service?  Yes  No  
 If so, what is your Selective Service Classification? \_\_\_\_\_

➤ **EMPLOYMENT RECORD**

Starting with PRESENT or MOST RECENT, list all previous employers. List only employers located within the United States of America. Include self-employment, summer, and part-time jobs. START WITH MOST RECENT.

Name & Address of Former Employer	Dates Employed From To Mo. & Yr. Mo. & Yr.	Position & Duties	Salary	Reason for Leaving
<b>Company Name</b>	➔		Starting:	
Number & Street			Leaving:	
City, State, Zip				
<b>Company Name</b>	➔		Starting:	
Number & Street			Leaving:	
City, State, Zip				
<b>Company Name</b>	➔		Starting:	
Number & Street			Leaving:	
City, State, Zip				
<b>Company Name</b>	➔		Starting:	
Number & Street			Leaving:	
City, State, Zip				

If you need more space, please continue on a separate sheet.

If presently employed, why do you desire to change your position?

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If you are now employed, may we contact your present employer?  Yes  No

If yes, your supervisor's name: \_\_\_\_\_ Phone : \_\_\_\_\_

➤ **PROFESSIONAL OR PERSONAL REFERENCES**

Give one professional and two personal references who are mature persons of good standing in their community, and who have known you for the past FIVE years or more. DO NOT give the names of relatives, your doctor, school personnel, former employees or fellow employees. You may include the names of friends or acquaintances presently employed by AHMC Asset Management.

NAME	ADDRESS	NO. OF YEARS ACQUAINTED/ PROFESSIONAL OR PERSONAL	OCCUPATION
	No. & Street City, State & Zip Area Code (    ) Phone       -		
	No. & Street City, State & Zip Area Code (    ) Phone       -		
	No. & Street City, State & Zip Area Code (    ) Phone       -		

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**PLEASE READ BEFORE SIGNING.** If you have any questions regarding this statement, please ask them of an employment interviewer before signing.

I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE WITHHELD NOTHING THAT WOULD, IF DISCLOSED, AFFECT THIS APPLICATION UNFAVORABLY.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND SAME. I AUTHORIZE VERIFICATION OF ALL INFORMATION GIVEN.

I HEREBY AUTHORIZE AHMC ASSET MANAGEMENT TO CONDUCT A CREDIT CHECK AND A CRIMINAL BACKGROUND CHECK AT THEIR DISCRETION.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

➤ **PLEASE RETURN COMPLETED APPLICATION TO:**

AHMC Asset Management  
Attention: \_\_\_\_\_  
3806 Oakwood Hills Parkway STE 1  
Eau Claire, WI 54701-7779

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# MAINTENANCE

*Please Check ("X")*

*I Consider Myself*

*I Own Tools  
for Same*

	Excellent	Fair	Poor	Yes	No
Air Conditioners					
Blacktop Patching					
Caulking Around Bathtubs					
Caulking of Doors & Windows					
Ceramic Tile					
Concrete Patching					
Dishwashers					
Electrical Baseboard Heaters					
Electrical Devices (Switches, Outlets, etc.)					
Electric Ranges					
Electric Water Heaters					
Floor Tile					
Gasoline-Powered Hedge Clippers					
Gasoline-Powered Snow Blower					
Gasoline-Powered Tractor					
Grouting Ceramic Tile					
Laundry Equipment (Washer & Dryer)					
Linoleum					
Locks					
Mortaring Stones					
Painting					
Plumbing Fixtures					
Plumbing Pipes & Fittings					
Refinishing Wood Floors					
Refrigerators					
Roofing					
Screening					
Sheetrock					
Sump Pump					
Sweating Copper Pipes					
Swimming Pool Maintenance					
Testing Amperage					
Testing Voltage					
Thermostats for Electric Heaters					
Thermostats for Water Heating Systems					
Unclogging Plumbing Drains (All Types)					
Venetian Blinds					
Wood Flooring					
Zoning Heat Valves					

*\*I have the following Equipment/Tools necessary for lawn care and snow removal:*

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