

Welcome to our business. We are pleased that you have selected our business as a place to apply for employment and look forward to exploring the possibility of your working in our business. Tell us about yourself and answer all of the following questions; then, let's visit.

Name _____

Street Address _____

City, State, ZIP Code _____

Phone Number (____) _____

Are you eligible to work in the United States? Yes No

If you are under age 18, do you have an employment/age certificate? Yes No

Have you been convicted of or pleaded "no-contest" to a felony within the last five years? Yes No

If yes, please explain: _____

Position Applied For _____

Days/Hours Available

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Hours Available: from _____ to _____

What date are you available to start work? _____

EDUCATION:

Name and Address Of School _____ Degree/Diploma _____ Graduation Date _____

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____

From: _____ To: _____ Salary: _____

Responsibilities: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____

From: _____ To: _____ Salary: _____

Responsibilities: _____

Reason for Leaving: _____

May We Contact Your Present Employer? Yes No

References:

<u>Name/Title</u>	<u>Address</u>	<u>Phone</u>
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I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____ Date _____

1. What would you consider to be your greatest achievement at your last place of employment?

2. What did you like best about your last place of employment?

3. What did you like least about your last place of employment?

4. If you could change one thing about your last place of employment, what would it be?

5. What do you think about the people you worked with at your last place of employment?

6. What special talents do you bring to our business?

7. Why did you select our business as a place to apply for employment?

8. What part of our business do you like best?

9. What do you see yourself doing three years from now?

10. If we were to ask your last employer, what would he or she say about you?

This application is provided as a guide to creating an employment application and is without legal review. Profits+Plus suggests that any organization utilizing any or all of this form do so after confirming that these questions are appropriate by the government bodies that have jurisdiction over your business.

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