



EMPLOYMENT APPLICATION

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Phone: _____

Email: _____ Referral Source: _____

Date Available: _____ Are you legally eligible for employment in this country? _____

Salary Desired: _____ per _____ Languages _____

Are you available to work overtime? _____ Are you available to work weekends? _____

May we run a criminal background check on you? _____

What was the best job you have ever had and why did you like it so much? _____

What was your least favorite job and why? _____

What characteristics make a good manager? _____

What characteristics make a bad manager? _____

What characteristics would you like to see in your co-workers? _____

What characteristics would you dislike in co-workers? _____

What do you feel is the most difficult part of customer service and sales? _____

EDUCATION

School	City, State	Graduated?	Degree/Diploma Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK HISTORY

Employer: _____
Address: _____
Phone: _____
Supervisor: _____
May we contact for a reference? _____
Job Title: _____
Reason for leaving: _____
Dates employed _____

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Address: _____
Phone: _____
Supervisor: _____
May we contact for a reference? _____

Job Title: _____
Reason for leaving: _____
Dates employed _____

Employer: _____
Address: _____
Phone: _____
Supervisor: _____
May we contact for a reference? _____

Job Title: _____
Reason for leaving: _____
Dates employed _____

REFERENCES

Name	Relationship	Years Acquainted	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments/Additional Information

By submitting this application, I certify that all the information I have provided is true, complete and correct. I authorize you and your organization to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at anytime, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the country.