

# Application for Employment

## PERSONAL INFORMATION:

Name

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Present Address

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Phone Number \_\_\_\_\_ Social Security Number

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Are You 18 Years or Older?

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## DESIRED EMPLOYMENT:

Desired Position

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Date Available to Begin \_\_\_\_\_ Salary Desired

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Are You Currently Employed? \_\_\_\_\_ If yes, Where?

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May We Contact Your Current Employer?

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## EDUCATION:

High School Name & Location

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Years Attended \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Subjects Studied

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College Name & Location

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Years Attended \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Subjects Studied

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College Name & Location

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Years Attended \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Subjects Studied

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Any Additional Skills and/or Training

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Advanced Training within the Industry

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Where do you see your Career in 5 Years?

What is your Biggest Strength?

What is your Weakness & How do you Overcome it?

Do you Consider Yourself a Team-player? How?

Are you Involved in Volunteer Activities? Are you willing to get Involved?

Are you Involved in Networking Activities? Are you willing to get Involved?

How do you Promote Yourself & Business

**EMPLOYMENT HISTORY:**

Name of Present or Last Employer

Address

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Job Title \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Description of Responsibilities**

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**Reason for Leaving**

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**Name of Previous Employer**

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**Address**

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Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Job Title \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ May We Contact? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

**Description of Responsibilities**

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**Reason for Leaving**

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**Name of Present or Last Employer**

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**Address**

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Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Job Title \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ May We Contact? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

**Description of Responsibilities**

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**Reason for Leaving**

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**PERSONAL REFERENCES:**

Below, give the names of three people you are not related to, whom you have known at least one year.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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Phone Number \_\_\_\_\_ Years Acquainted

\_\_\_\_\_

Name \_\_\_\_\_ Relationship

\_\_\_\_\_

Phone Number \_\_\_\_\_ Years Acquainted

\_\_\_\_\_

Name \_\_\_\_\_ Relationship

\_\_\_\_\_

Phone Number \_\_\_\_\_ Years Acquainted

\_\_\_\_\_

#### SCENARIOS:

You have a chemical service cancel in the midst of your day leaving a two hour time block open. How do you feel? What would you do with your time?

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

You witness a fellow employee helping themselves to back bar product to do a friend's hair at home. How do handle this?

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

You feel you have some really great customer service ideas that might enrich a fellow coworker. Would you share? If yes, then how?

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

What do you expect from education events in or out of town? How do approach these experiences? \_\_\_\_\_

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

**CRIMINAL HISTORY:**

Have you been convicted of any crime other than traffic ticket within the last five years?

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If yes, Explain

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**AUTHORIZATION:**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability from any damage that may result from utilization of such information. I also understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

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

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