

# Application for Employment

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City Province Postal Code

Telephone # ( ) \_\_\_\_\_ Other Phone # ( ) \_\_\_\_\_ Email \_\_\_\_\_

Referred by \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date available \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Salary desired \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

If you are under 18 and it is required, can you furnish a work permit?  Yes  No

Are you available to work overtime if required?  Yes  No

Have you been employed at this company before?  Yes  No  
 If yes, when? \_\_\_\_\_ and at what location? \_\_\_\_\_

As part of our company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Would you object to such a procedure?  Yes  No

## EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, STATE	GRADUATED?	DEGREE(S)/DIPLOMA(S) EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

# EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
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IMMEDIATE SUPERVISOR AND TITLE		\$	per	
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EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

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**COMMENTS** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT: \_\_\_\_\_

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

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

What was the best job you've ever had? Why did you like it so much? \_\_\_\_\_

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

What was your least favorite job? What did you NOT like about it? \_\_\_\_\_

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Who was the best supervisor or manager you've had? What characteristics made that person a good manager? \_\_\_\_\_

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

Think of the WORST supervisor or manager you've had. What characteristics made that person a POOR manager? \_\_\_\_\_

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

What are your greatest strengths? \_\_\_\_\_

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

As your skills and abilities relate to your work experiences, what are the areas for improvement? \_\_\_\_\_

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

What traits or characteristics do you most admire in co-workers? \_\_\_\_\_

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

What traits or characteristics do you most DISLIKE in co-workers? \_\_\_\_\_

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

If you won five million dollars in the lottery, would you choose to work? What would you do with your time? \_\_\_\_\_

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

What was the funniest thing that ever happened to you at work? \_\_\_\_\_

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

What do you think is the most difficult part of sales / customer service work? \_\_\_\_\_

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