

Employment Application

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)				
Name	Social Security Number	Date of Birth		
Other names you are known by _____ Are you less than 18 years of age? Yes___ No___				
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes___ No___ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Have you been convicted of a crime? Yes___ No___ If yes, list convictions.	
Present Address	Street	City	State/Province	Zip Code/Postal Code
Permanent Address	Street	City	State/Province	Zip Code/Postal Code
Phone Number	Daytime	Evening	Referred By	

EMPLOYMENT DESIRED (Please keep in mind that the availability of hours may vary.)							
Position	Location	Salary Desired			Date You Can Start		
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime? _____							

EDUCATION		Name and Address of School	Circle Last Years Completed	Did you Graduate?	Subjects Studied and Degrees Received
High School			1 2 3 4	Y N	
College			1 2 3 4	Y N	
Post College			1 2 3 4	Y N	
Trade, Business, or Correspondence School			1 2 3 4	Y N	
List skills relevant to the position applied for _____					

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? _____

Have you ever missed work and were not able to find a replacement in time? Please explain. _____

Explain a time where excellent customer service was not met and what you did to recover the customer's experience. _____

References Please list three professional references of whom you've known at least one year.			
Name	Address & Phone Number	Business	Years Acquainted/ How do you know this person?
1			
2			
3			