

EMPLOYMENT APPLICATION

Please answer each question and complete each section as thoroughly and accurately as possible.

Position Applied For:			Date:
Last Name:	First Name:	Middle Name:	Instagram Handle:
Home Address:	City:	State:	Zip Code:
Phone Number:	Email:		Driver's license? (Y/N)
Work Experience (ple	ease start with your most re	ecent position):	
Title:	Company:	Kind of Business:	Dates Employed:
Address:	City:	State:	Zip Code:
Name and Title of Sup	oervisor:		Percentage of time worked from home:
What would you cons	ider your greatest accompli	ishment at this job?	
What do/did you leas	t enjoy?		
Reason for leaving:			May we contact this employer for a reference?

B. Title: Company: Kind of Business: Address: City: State: Name and Title of Supervisor: What would you consider your greatest accomplishment at this job? What do/did you least enjoy about this job? Reason for leaving: How would this employer score you on each of the following, from 1 to 5, with 1	=poor and 5=excellent:
Title: Company: Kind of Business: Address: City: State: Name and Title of Supervisor: What would you consider your greatest accomplishment at this job? What do/did you least enjoy about this job? Reason for leaving: How would this employer score you on each of the following, from 1 to 5, with 1 Drive/Energy: Team Player: Likeability: Leadership: Resourcefuli C. Title: Company: Kind of Business: Address: City: State:	ness/Initiative:
Address: City: State: Name and Title of Supervisor: What would you consider your greatest accomplishment at this job? What do/did you least enjoy about this job? Reason for leaving: How would this employer score you on each of the following, from 1 to 5, with 1 Drive/Energy: Team Player: Likeability: Leadership: Resourcefult C. Title: Company: Kind of Business: Address: City: State:	
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What do/did you least enjoy about this job? Reason for leaving: How would this employer score you on each of the following, from 1 to 5, with 1 Drive/Energy: Team Player: Likeability: Leadership: Resourcefull C. Title: Company: Kind of Business: Address: City: State: Name and Title of Supervisor:	Percentage of time worked from home:
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C. Title: Company: Kind of Business: Address: City: State: Name and Title of Supervisor:	=poor and 5=excellent:
Title: Company: Kind of Business: Address: City: State: Name and Title of Supervisor:	ness/Initiative:
Address: City: State: Name and Title of Supervisor:	
Name and Title of Supervisor:	Dates Employed:
	Zip Code:
What would you consider your greatest accomplishment at this job?	Percentage of time worked from home:
What do/did you least enjoy about this job?	

Reason for leavin	ng:				y we contact this ployer for a reference?
How would this	employer score yo	ou on each of th	e following, from	1 to 5, with 1=poor and	l 5=excellent:
Drive/Energy:	Team Player:	Likeability:	Leadership:	Resourcefulness/Initia	tive:
Other Positions	Held:				
a. Company b. City	b. Na	ur title me of pervisor	Date (mo/yr) a. Began b. Left	a. Type of Work b. Reason for Leaving	a. Contact Employer for Reference?
a.	a.	a.		a.	a.
b.	b.	b.		b.	
E.	I				<u>I</u>
a. Company b. City	b. Na	ur title me of pervisor	Date (mo/yr) a. Began b. Left	a. Type of Work b. Reason for Leaving	a. Contact Employer for Reference?
a.	a.	a.		a.	a.
b.	b.	b.		b.	
F.	I	I			
a. Company b. City	b. Na	ur title me of pervisor	Date (mo/yr) a. Began b. Left	a. Type of Work b. Reason for Leaving	a. Contact Employer for Reference?
a.	a.	a.		a.	a.
b.	b.	b.		b.	

a. Company b. City	a. Your title b. Name of Supervisor	Date (mo/yr) a. Began b. Left	a. Type of Work b. Reason for Leaving	a. Contact Employer for Reference?
a.	a.	a.	a.	a.
b.	b.	b.	b.	

Education	
High School 1 2 3 4	College/Graduate School 1 2 3 4 5 6 7 8 (Circle highest grade completed)
A. High School	
Name of High School:	Location:
Final Grade Point Average:	
Extracurricular activities:	
Offices, honors/awards:	
Part-time and summer work:	

B. College/Graduate School

Name and Location:	Dates		Degree	Major	Grade Point Average
	From:	To:			J

		/hy?		
What undergraduate cour	ses did you like least? W	/hy?		
Part-time and summer wo	ork:			
Awards received:				
Activities & Skills				
Membership in professior religion, national origin, d		izations (you may exclude gro ted status):	ups that indicate race, color,	
Publications, patents, inve	entions, professional lice	nses, or additional special ho	nors or awards:	
What qualifications, abilit	ies and strong points wil	I help you succeed in this job	?	
What are your weak point	s or areas for improvem	ent?		
How would you describe \		erience in hospitality, restaura	ants, food and beverage?	
·		· · ·	•	
Technical Experience (ple	ase rate each with a 1 to	o 5, with 1 = no experience a	nd 5 = expert user)	
Microsoft Word:	Mac OS:	PCs:	Facebook:	
Microsoft Excel:	iOS (iPhone):	Google Drive:	Instagram:	
Microsoft Powerpoint:	Slack:	Muck Rack:	Twitter:	
Career Needs				
What are your career abis				
What are your career obje	:CUVES!			

Other
Do you have the legal right to work for any employer in the United States?YES orNO
Have you ever been convicted of a crime (other than a minor traffic violation)?YES orNO
If so, please explain:
Is there anything else you would like us to know about you that hasn't been addressed so far?
I certify that answers given on this Employment Application are true, accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this Form as may be necessary for reaching an employment decision.
In the event that I am employed, I understand that any false or misleading information I knowingly provided in my Employment Application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.
I understand that a final step in the hiring process is for candidates to arrange personal reference calls with their former managers and supervisors upon request.
Signature Date