



Application for Employment

Position applying for: _____ Date: _____

Name (First, Middle Initial, Last): _____

Address: _____ Apt. No: _____

City, State, Zip: _____ SS#: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Have you ever worked for us before? **Yes** **No**

If "Yes", when did you work and in what position? _____

How did you hear of us? _____

Are you willing to work (*Check all that apply*):

Days? _____ Evenings? _____ Weekends? _____ Full-time? _____ Part-time? _____

Hourly Rate: _____

In case of emergency, please give us the name, address, and phone # of a person to contact:

Name: _____ Phone: _____

Address: _____

Education: List all applicable institutions that you have attended

High School: Dates attended (Mo, Yr): _____ Did you graduate? **Yes** **No**

Name: _____

Location (City, State): _____

College or

University: Dates attended (Mo, Yr): _____ Degree received: _____

Major(s): _____

Name: _____

**Trade /
Vocational**

School: Dates attended (Mo, Yr): _____ Degree / Certificate: _____

Name: _____

Location (City, State): _____



Work Experience (Begin with most recent employment first):

Employer 1:

Name: _____ Phone: _____

Address: _____

May we contact employer? _____ Beginning salary: _____ Ending salary: _____

Employees supervised: _____ Supervisor's name and position: _____

Duties and responsibilities: _____

Reason for leaving: _____

Employer 2:

Name: _____ Phone: _____

Address: _____

May we contact employer? _____ Beginning salary: _____ Ending salary: _____

Employees supervised: _____ Supervisor's name and position: _____

Duties and responsibilities: _____

Reason for leaving: _____

References:

Name: _____ Phone: _____

Address: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____

Relationship: _____

Signature:

I, the undersigned, understand that the information included above is true and correct to the best of my ability. I understand that any false information provided will automatically terminate any position offered between Divito & Associates and myself. Divito & Associates is an Equal Opportunity Employer and does not discriminate on the bases of sex, race, religion, national origin, age or color of skin. I understand that Divito & Associates has the authority to verify all information included on this application.

Signature of Applicant: _____ Date: _____