



Personal History

Full Name			
Address			
City	State/Province	ZIP/Postal Code	
Day Time Telephone	Driver's License Number /State	Social Security Number	
Evening Telephone	Email Address		
Position Applied For			
Are you eligible to work in the United States? Yes No		If you are under 18 do you have an employee/age certificates? Yes No	
Have you been convicted of or pleaded no contest to a felony? Yes No			
If yes, please explain:			
Favorite Book		Favorite Movie	
Hobbies or Interests			

Education History

High School	Location	Favorite Extracurricular Activity	Year graduated
College or Trade School	Location	Degree	Year graduated
College or Trade School	Location	Degree	Year Graduated

Employment History

Company	Job Title	Start Month & Year	End Month & Year
Company	Job Title	Start Month & Year	End Month & Year
Company	Job Title	Start Month & Year	End Month & Year
Company	Job Title	Start Month & Year	End Month & Year
Company	Job Title	Start Month & Year	End Month & Year

Why are you interested in this position?



Why are you interested in our organization specifically?

Strengths & Weaknesses

What do YOU consider your top three strengths?	When we contact YOUR EMPLOYER, what will he/she say your strengths are?
What do YOU consider your top three weaknesses?	When we contact YOUR EMPLOYER, what will he/she say your weaknesses are?

Description of Your Next Ideal Job

How many hours do you work per week in your ideal job?	What time do you start your workday?	What time do you end your workday?
How many weeks of vacation do you take each year?	Where is your office?	Are you, for the most part, working alone or with others? Alone With Others
What does your office look like?		
What are you wearing?		
What are you doing?		
What is your boss like?		
What are you earning?		



Description of Your Wrong Job For You?

Think of jobs you had in the past. What were things that you disliked? (Do not list the job or company.)

What type of work do you prefer NOT to do?

What type of boss do you prefer NOT to work with?

What level of salary do you consider too low?

I prefer NOT to earn less than \$ _____ in annual gross pay.

Job References

1	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
2	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
3	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
4	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
5	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	



Reference from Throughout Your Industry

1	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
2	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
3	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
4	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	
5	Name	Relationship	Approximate Date Worked With
	Telephone	E-mail Address	

Permissions

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize this organization to investigate any statements contained in this application, and to obtain a credit report on me as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of this team. By signing below, I give permission to contact all of the references that I listed plus any other people that my references suggest that you contact

Your Signature

Date

Comments: _____

