

The Formal Place

Part-Time Employment Application

Applicant Information

Full Name _____
Last
First
Middle Initial

Address _____
Street Address

_____ *City* *St* *Zip*

Phone Number _____ Alternate Number _____

Email _____

Social Security Number _____ Date of Birth _____

Date Available _____ Desired Pay Per Hour _____

Position Applied for Circle position(s): Sales Support

High School Student Positions Available: Support Freight

Have you ever been convicted of a felony? yes no

If yes, explain. _____

Availability (hours available each day):

Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

Are there any vacations you have plan for the near future. _____

Are you available for the following holidays?

_____ New Year's Eve _____ New Years _____ Mardi Gras

_____ Easter _____ July Fourth _____ Halloween

_____ Thanksgiving Break _____ Day after Thanksgiving _____ Christmas Eve

Specify amount of hours you are looking for (specify amount per week)? _____ Minimum _____ Maximum

Education

High School: _____

From: _____ To: _____ Did you graduate: yes no

College: _____

From: _____ To: _____ Did you graduate: yes no

Other: _____

From: _____ To: _____ Did you graduate: yes no

Professional References

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Work Experience

Please list most recent job first

Company: _____ Phone: _____
Supervisor: _____ Job Title: _____
Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
Reason for Leaving: _____
From: _____ To: _____
May we contact your previous supervisor for a reference? yes no

Company: _____ Phone: _____
Supervisor: _____ Job Title: _____
Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
Reason for Leaving: _____
From: _____ To: _____
May we contact your previous supervisor for a reference? yes no

Company: _____ Phone: _____
Supervisor: _____ Job Title: _____
Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
Reason for Leaving: _____
From: _____ To: _____
May we contact your previous supervisor for a reference? yes no

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Office Use Only

Interview Date: _____ Phone Interview Date: _____
Contacted: _____ Hire Date: _____