

#1

Sample Employment Application Form

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5.

DATE 7/22/2013Name Jones Jay
Last First Middle MaidenPresent address 555 Main Hailey, ID 83333
Number Street City State ZipHow long 13 Social Security No. _____ - _____ - _____Telephone (208) 555-555If under 18, please list age 17Position applied for (1) cashier
and salary desired (2) \$ 17.00 per hour
(Be specific)

Days/hours available to work

No Pref _____ Thur _____
Mon _____ Fri _____
Tue 5-7:30 Sat _____
Wed _____ Sun 1-4How many hours can you work weekly? 5 Can you work nights? maybeEmployment desired ☐ FULL-TIME ONLY ☒ PART-TIME ONLY ☐ FULL- OR PART-TIMEWhen available for work? 8/1/2013

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Wood River</u>	<u>Hailey</u>	<u>3</u>	
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ☒ No ☐ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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DO YOU HAVE A DRIVER'S LICENSE? ☒ Yes ☐ No

What is your means of transportation to work? my mom's car

Driver's license number FX A 10794 State of issue ID ☐ Operator ☐ Commercial (CDL)
☐ Chauffeur
Expiration date 3/2017

Have you had any accidents during the past three years?

How many? _____

Have you had any moving violations during the past three years?

How Many? _____

OFFICE ONLY

Typing ☒ Yes ☐ No 35 WPM 10-key ☐ Yes ☐ No Word Processing ☐ Yes ☐ No _____ WPM
Personal Computer ☒ Yes ☐ No PC Mac ☒ Other Skills _____

Please list two references other than relatives or previous employers.

Name Liz Lowry
Position Teacher
Company Wood River High School
Address Don't know
Harley, ID 83333
Telephone () _____

Name Fred Friendly
Position Neighbor
Company _____
Address 501 Main St.
Harley, ID 83333
Telephone (208) 720-1111

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I really want a job.

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APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?

☐ Yes ☒ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?

☐ Yes ☒ No

Specialty _____ Date Entered _____ Discharge Date _____

**Work
Experience**

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer
Address
City, State, Zip Code
Phone number

McDonald's

Name of last
supervisor

Henry

Employment dates

From September
To June

Pay or salary

Start 8.00
Final 8.00

Your last job title

cook

Reason for leaving (be specific)

fired

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

cooking burgers and fries

Name of employer
Address
City, State, Zip Code
Phone number

Name of last
supervisor

Employment dates

Pay or salary

From
To

Start
Final

Your Last Job Title

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Work experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? ☒ Yes ☐ No

Did you complete this application yourself ☒ Yes ☐ No

If not, who did? _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by _____ (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of _____, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and _____ may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

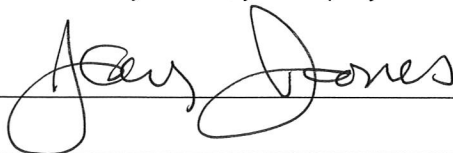
I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____



Date: _____

7/22/13

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

#2

Application for Employment

Position You Are Applying For

animal caretaker

Desired Salary

open

Date Available for Work:

after Christmas

PERSONAL INFORMATION

Last Name

Main

First Name

Haley

Middle

J.

Address

City

State

Zip

Home Phone:

555-5555

Cell Phone:

Social Security Number:

482-555-7129

Email address:

jones@yahoo

Are you a U.S. Citizen?

☒ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☒ No

If selected for employment are you willing to submit to a pre-employment drug screening test?

☐ Yes ☒ No

EDUCATION

School Name	Location	Years Attended	Degree Received	Major
Wood Koven	Hawley	3		

Other training, certifications or licenses held:

first aid Certificate

EMPLOYMENT

Employer:

McDonald's - McDonald

Dates Employed:

9/7

Work Phone:

208-791-1111

Pay Rate:

\$ 8.00

to

10/5

Address:

Main St

City:

Hawley

State:

Idaho

Zip:

83333

Position:

~~cashier~~

cashier

Duties Performed:

do the paperwork, take orders

Supervisors Name and Title:

Hank Hank

Reason for leaving:

find another job w/ dogs

May we contact them?

☐ Yes ☒ No

REFERENCES

Name	Title	Company	Phone
Wendy Smith	Manager	W.R. Animal Shelter	555-0791
Hank Hank	Manager	McDonalds	968-5421

Acknowledgement and Authorization



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



I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.



In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Jenny Jones

Date

7/24/2013

and serve food and clean

#3

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Each questions should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. PLEASE PRINT except for the signature on the back of the application. All information given will be held in strict confidence.

Date: 7/22/13NAME:(Print) Julia R Honey
First Middle LastStreet 118 Blueberry Lane City HaileyState ID Zip 83333Phone 720-8888

(If you have no phone, give the name and phone number of a neighbor who will contact you.)

Name

Phone Number

How long have you been at your present address? 17 yrs. How long at previous address? N/AAre you over 18 years of age? Yes ☐ No ☒

(If not, employment is subject to verification of minimum legal age.)

The company operates most of its stores from 9:00 a.m. to 9:00 p.m., Monday through Friday with various hours on Saturday and Sunday. Are you willing to work any day shift, or hours assigned by your supervisor? Yes ☒ No ☐ If no, what time/days would you be unable to work?

If your application is considered favorably, on what date will you be available for work? ASAPWould you take a physical examination limited to urine, blood or other examination for evidence of drug or other chemical use? Yes ☒ No ☐Have you ever been bonded? Yes ☐ No ☒ If so, with which employer? _____Have you ever been convicted of a criminal offense? Yes ☐ No ☒ (A conviction will not necessarily disqualify an applicant.) If yes, please explain on back of sheet.Are you a citizen of the United States or authorized to work in the United States? Yes ☒ No ☐
Federal law requires proof of identity and employment authorization for all new employees.For driving jobs only: Do you have a valid driver's license? Yes ☒ No ☐License # ABC1234Z State issued: Idaho

Please list all jobs you have held for the past 5 years, beginning with your present or last employer. Account for all time periods, including unemployment, school and U. S. military service. If space is insufficient, list on a separate page.

LIST THE LAST FIVE PLACES WHERE YOU HAVE WORKED

(Circle any of these employers that should NOT be contacted at the present time.)

Company's Name (Current or Most Recent) <u>Baby Center, Inc.</u> <u>Lon Masen</u> Supervisor's Name	Position Held Child Care- Sitter	Period of Employment From <u>05/01/13</u> To <u>1/1/</u> present	Salary Received \$10.00 p/hour	Reason for Leaving N/A
Company's Name (Previous Employer) <u>Albertsons</u> <u>Lisa Lynn</u> Supervisor's Name	Position Held Clerk	Period of Employment From <u>03/12/12</u> To <u>04/12/13</u>	Salary Received \$8.00	Reason for Leaving changed positions
Company's Name (Next Previous Employer) Supervisor's Name	Position Held	Period of Employment From ____/____/____ To ____/____/____	Salary Received	Reason for Leaving
Company's Name (Next Previous Employer) Supervisor's Name	Position Held	Period of Employment From ____/____/____ To ____/____/____	Salary Received	Reason for Leaving

GIVE THE NAMES OF THREE PERSONS WHOM WE CAN CALL FOR REFERENCES

DO NOT USE NAMES OF RELATIVES OR PREVIOUS EMPLOYERS.

Name	Address	Phone No.	Occupation
Blaine Reed	726 Candy Dr. Hailey, ID 83333	720-1153	teacher
Tom Smart	54 Deer creek Bellevue, ID	720-4532	Geologist
John Hunt	7213 Lemon Rd. Hailey, ID	720-8781	Mentor

EDUCATION - Circle year completed:

High School: 1 2 3 (4) Name of School Reed High School

College: 1 2 3 4 Name of College or University N/A

Other Schooling - Please specify N/A

Are there any other experiences, skills or qualifications which you feel would especially fit you for work with our company? Yes. I have the skills and experience that

you are looking for and I am confident that I would excel
in this position (please see attached paper for more detail).

Have you reviewed the job description/specifications for the position for which you are applying?

Yes X No Do you understand these requirements? Yes X No

Can you perform the physical requirements with or without reasonable accommodation? Yes X No

Describe the accommodations A step stool fitted with a device to
assist with any heavy lifting.

**THIS APPLICATION
WILL BE HELD ON
FILE FOR 30 DAYS
ONLY.**

**If you have no Social Security
Number, Form SS-5 must be
given to the Manager before
commencing work.**

Are there any other experiences, skills or qualifications which you feel would especially fit you for work with our company?

It's not just my background leading successful projects – or my people skills, which have helped me develop great relationships with developers, vendors and other organizations alike. But I'm also passionate about this industry and I'm driven to deliver high-quality work.

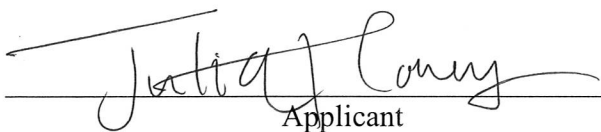
I enjoy working with people and am passionate about the mission of this organization. I am excited to learn and obtain experience in every way possible.

AFFIDAVIT

This Employment Application is used to notify me that the nature and scope of the investigation, if conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, credit record, general reputation, character, personal characteristics, and habits and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment.

The Company reserves the right to require applicants and/or employees to take medical or physical examinations or tests of our choice to determine fitness for duty, including, but not limited to, urine, blood or other examinations for evidence of alcohol or controlled substances, to be performed by an independent medical testing laboratory. Positive results of these examinations will dictate action in accordance with Company policy. As a condition of my being employed, I agree to take such medical or physical tests as required, but not limited to, urine, blood or other examinations for evidence of drug or other chemical use at a medical or testing facility selected by the Company. I am not guaranteed a position of employment, and should I begin working for the Company before the test results are returned to the Company by the medical testing laboratory, then my employment will only be temporary and is conditioned upon the test results being acceptable to the Company.

I certify that the answers given by me to the foregoing questions are true and correct without consequential omissions, and understand that, if employed, omissions and/or false statements on this application shall be grounds for dismissal. I release from all liability for damages from issuing information and authorize companies, schools or persons named herein to provide information regarding my employment, character and qualifications. I understand and agree that, if hired, I will conform to the rules and regulations of the Company and I understand that my employment is for no definite period and either the employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract. It is understood and agreed that employment would be with a 120 day introductory period, and wages shall be due only up to the day of termination.


Applicant

07/23/13
Date

Signature of Interviewer

Date

Name Julia Honey

Calculate the following:

(a) Add

5
8
9
7
3
3
9
7
0
7
0
3
3
4
65

(b) Add

6794
5420
4570
8028
8758
33,570

(d) Subtract

1316
827
489

(f) Divide

57)22572
= 396

(c) Multiply

3786
49
185,514

(e) Subtract

97531
87639
9892

- (g) How many inches are there in $\frac{3}{4}$ yard? 27 inches
- (h) How many ounces are there in 1- $\frac{1}{4}$ pounds? 20 ounces
- (i) How many dozen in 78? 6.5 dozen
- (j) How many inches are there in 3 and $\frac{2}{3}$ feet? 44 inches
- (k) How many hooks, selling at 2 for \$.05 will you give a customer for \$.35? 14 hooks
- (l) If Cretonne sells at $\frac{1}{4}$ yard for \$.10, how many inches will a customer receive for \$.30? 27 inches
- (m) What change will a customer receive from a \$.50 piece after buying the following articles: a hinge at \$.05, 8 feet of electric cord at 4 feet for \$.05, 1 box of tacks at \$.05, and 24 screws at 12 screws for \$.05? 4.20 cents
- (n) If 2- $\frac{1}{2}$ pounds of candy costs \$.40, what will 4- $\frac{1}{2}$ pounds cost? 4.72 cents
3 pounds? 4.48
- (o) If candy sells at 4 ounces for \$.10, what change will a customer receive from \$2.00 after buying 3 pounds? \$.80