

## **Application for Employment**

Personal Information		
Full Name		
Address		
City	State/Province	ZIP/Postal Code
Day Time Telephone	Driver's License Number	Social Security Number
1		
Evening Telephone	Email Address	-
8 1 1		
Favorite Book	Favorite Movie	
Hobbies or Interests		

Experience and Skills					
Have you had experience in the following:			What is	your skill le	vel?
	Yes	No	Fair	Good	Excellent
Typing					
Computerized bookkeeping					
In-home computer					
Ten-key adding machine					
, ,					
Other:					

Education History					
High School	Location	Favorite Extracus	miaulan A ativity	Year Graduated	
High School	Location	ravortie Extracui	ficulal Activity	Year Graduated	
College or Trade school	Location	Degree		Year Graduated	
College or Trade school	Location	Degree		Year Graduated	
				L	
Certificates or Licenses			Date earned	State Issued	
Others					
Seminars or additional training in the last 2 years:					
Are all certifications current?		YES	NO		
The an ecrimeations current:		1125	110		
Do you have any physical con			_	applied for, (2) be	
aggravated by the job you hav	e applied for?	YES	NO		
If yes, explain:					
Are you taking medication at the present time that could limit your ability to perform the job applied for?					
5 &	1	YES	NO	3 11	
		120	110		
Should you be hired, may we have your permission to talk with your physician?					
Should you be lifted, may we	nave your perims	YES	NO		
		IES	INO		
Dl:-:		Tr. 1 1			
Physician's name:	I elephone	:()			

How much work	time have you los	t because of illnes	s in the last 2	years?		
□ E □ N □ F □ P	ling to work: Days venings To. of days per wee ull time art time Tours per week  e week you will No		or work:			
Monday	•			Friday		
Monday	Tuesday	wednesday	Thursday	riiday		
Can your future	vacations be arrang	ged at office conve	enience?	YES	NO	
If no, explain: _	If no, explain:					
If offered emplo	If offered employment, when can you start?					
Salary requireme	Salary requirement:					
Fringe benefit re						
	een convicted of a			YES	NO	
If yes, explain:						
A conviction rec	ord will not necess	arily be a bar to e	mployment.			

## Employment History

List present or most recent position first. Cover last 7 years, including periods of self-employment, or unemployment. Fill in all information – DO NOT SUBSTITUTE WITH A RESUME

May we contact your present emplo	yer? Y	ES	NO
Name of employer:			
Supervisor's name:			
Supervisor's title:			
Address:			
Phone numbers:			
Your last name at time of employment:			
Position:			
Describe major duties:			
Specific reason for leaving:			
Employed from:	Total years employed:	_	
to:	Total months employed:		
Beginning salary or wages: \$	Ending salary or wages: \$		
Name of employer:			
Supervisor's name:			
Supervisor's title:			
Address:			
Phone numbers:			
Your last name at time of employment:			
Position:			
Describe major duties:			
Specific reason for leaving:			
Employed from: to:	Total years employed:  Total months employed:		
Beginning salary or wages: \$	Ending salary or wages: \$		

27 0 1				
Name of employer:				
Supervisor's name:				
Supervisor's title:				
Address:				
Phone numbers:				
Your last name at time of employment:				
Position:				
Describe major duties:				
Specific reason for leaving:				
Employed from: to:	Total years employed: Total months employed	<u>:</u>		
Beginning salary or wages: \$	Ending salary or wages	: \$		
Skills				
Why are you thinking about a job change?				
****	. ,.	1 0		
Why are you interested in in particular?				
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 at your ideal job?					
What are your duties at your ideal job?					
What is your boss like?					
What are you earning?					
	Description of the Next 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 wi	th?				
What level of salary do you consider too low?					
I prefer NOT to earn less than \$	in annual gross pay.				

## Candidate's Reference List

Io	b References		
1	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
2	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
3	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
4	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
5	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
Re	eferences from Throughout Your In	dustry	
1	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
2	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
3	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
4	Name	Relationship	Approximate Date Worked With
l	Telephone	Email Address	
5	Name	Relationship	Approximate Date Worked With
l	Telephone	Email Address	
Re	eferences from Your Customers		
1	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
2	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
3	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
4	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
5	Name	Relationship	Approximate Date Worked With
	Telephone	Email Address	
		•	



## Read this very carefully before signing your name!

Permission to Contact References			
By signing below, I give Restaurant Cotton permission to contact all of the references that I listed in addition to			
any other people that my references might suggest that R	estaurant Cotton contact.		
Your Signature	Date		
Your Comments			