Smart Cookie

COMPANY

APPLICATION FOR EMPLOYMENT

DATE: _____

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, sex, disability, or any other factor prohibited by law or regulation. AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL INFORMATION

NAME (Last, First, Middle) _____ TELEPHONE NUMBER

ADDRESS (Street, City, State, Zip Code) _____ DATE OF BIRTH

Person to notify in case of emergency (Name, Address, Phone #): _____

Are you at least 18 years old?   Yes ☐ No ☐   Referred by: _____

List any other names you have worked under: _____

email address _____

EMPLOYMENT DESIRED

Position desired: _____ Date you can start: _____

How long do you plan to work here? _____

Please explain: _____

Are you available to work: Days ☐   Nights ☐   Weekends ☐   Holidays ☐

Are you seeking: Full-time employment ☐   Part-time ☐

Can you present documents verifying that you have the legal right to be employed in the United States?   Yes ☐ No ☐

Which documents will you use: _____

EDUCATION

Do you have a high school diploma or equivalent?   Yes ☐ No ☐ Currently enrolled ☐   (List School Below - attending or graduated from)

Are you a college graduate?   Yes ☐ No ☐ Currently enrolled ☐

Name and location: _____

Major: _____

List the name and location of any Trade, Business, or Correspondence schools you have attended: _____

_____

(over)

EMPLOYMENT HISTORY

Start with present or last job and work back

1 EMPLOYER	ADDRESS (City, State)	TELEPHONE (Area Code)	JOB TITLE
DATE STARTED / DATE ENDED	SALARY START	SALARY END	SUPERVISOR
WORK PERFORMED		REASON FOR LEAVING	

2 EMPLOYER	ADDRESS (City, State)	TELEPHONE (Area Code)	JOB TITLE
DATE STARTED / DATE ENDED	SALARY START	SALARY END	SUPERVISOR
WORK PERFORMED		REASON FOR LEAVING	

3 EMPLOYER	ADDRESS (City, State)	TELEPHONE (Area Code)	JOB TITLE
DATE STARTED / DATE ENDED	SALARY START	SALARY END	SUPERVISOR
WORK PERFORMED		REASON FOR LEAVING	

4 EMPLOYER	ADDRESS (City, State)	TELEPHONE (Area Code)	JOB TITLE
DATE STARTED / DATE ENDED	SALARY START	SALARY END	SUPERVISOR
WORK PERFORMED		REASON FOR LEAVING	

Indicate by number any of the above employers whom you do not wish us to contact. _____

Have you ever been fired from a job?   Yes ☐   No ☐   Almost ☐

Reason? _____

List two personal references (Name, Address, Phone #)

_____

_____

Which best describes your personality?
Very outgoing ☐   Usually outgoing ☐   Sometimes outgoing ☐   Shy ☐

Which best describes your sales ability?
Excellent ☐   Good ☐   Average ☐   No experience ☐

EXCLUDING organizations in which names or character indicates race, religion, age, sex, disability, or national origin, list areas of

special interest. (i.e. civic, athletic, fun, etc.): _____

_____

AGREEMENT

_____   _____
APPLICANT'S SIGNATURE   DATE