

Dan Jones & ASSOCIATES

Employment Application

FOR OFFICIAL USE ONLY (Do not write in this box)		
	/ /	/ /
Employee number	Hired	Terminated

Please type or print legibly in ink. Signature required on reverse side.

Name	First	Middle	Last	Social Security number	
Mailing address	Street		City	State	Zip
Contact info	Home phone	Cell phone	Pager	E-mail address	
In case of emergency, contact	Name		Relationship to you	Phone number(s)	

How did you hear about this position?

Are you acquainted with anyone presently or formerly employed by Dan Jones & Associates? YES NO

If YES, who?

Education

High school	Name of school	City and state	Current grade	Did you graduate?
College, university, business, & technical schools	Name of school	City and state	Major / field of study	Degree(s) earned

Work-related training or experience

List experience as an interviewer or in public-contact work (including civic, school, religious, or recreational activities).

Organization	Experience / activities	Month / Year

Skills

Skills	Typing (words / minute)	Ten-key (keystrokes / minute)	Computer operation				
			Beginner ←	→ Expert		
			1	2	3	4	5

Availability

Please Mark which shifts you are available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<input type="checkbox"/> 4pm – 9pm	<input type="checkbox"/> 4pm – 9pm	<input type="checkbox"/> 4pm – 9pm	<input type="checkbox"/> 4pm – 9pm	<input type="checkbox"/> 4pm – 8pm	<input type="checkbox"/> 10am – 3pm

Please complete additional fields on reverse side

Past Work Experience

Include all employment in the last five years, starting with your current or most recent job.

Current or most recent job	Employer	City and state	Hire date	Termination date
			/ /	/ /
	Job title	Supervisor	Reason for leaving	
	Duties and responsibilities			

Previous job	Employer	City and state	Hire date	Termination date
			/ /	/ /
	Job title	Supervisor	Reason for leaving	
	Duties and responsibilities			

Previous job	Employer	City and state	Hire date	Termination date
			/ /	/ /
	Job title	Supervisor	Reason for leaving	
	Duties and responsibilities			

References

List three people, NOT relatives or friends, who can advise us of your character.

Name	Phone number	Relationship

Have you ever been dismissed, suspended, or allowed to resign for cause from any job?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, explain			
Have you been convicted of a felony or misdemeanor within the past five years which resulted in jail time or imprisonment? (This will not necessarily disqualify you from employment.)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, explain			
Are you at least 16 years of age and a U.S. citizen or legally authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

<p>I affirm that the information I have supplied on this application is true and correct to the best of my knowledge. I understand that any false information, misrepresentation, or omission of facts is cause for dismissal from Dan Jones and Associates, if employed. In connection with this application I authorize Dan Jones and Associates to contact my former employers and personal references concerning my character and ability. I further understand that this application will be given every consideration but its receipt does not imply that I will be employed. If employed, I will agree to abide by and comply with the rules and regulations of the company. I shall regard and preserve as confidential all information pertaining to the company's business, including that received from and/or pertaining to any third party, which I may obtain by reason of my employment.</p>	
Signature	Date