

The Ribbon Retreat

Application of Employment

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

Personal Information

First Name _____ Middle Name _____ Last Name _____

Current Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ E-Mail Address _____

Social Security # _____ - _____ - _____ Driver's License # _____ State _____

Employment History

Present or Most Recent Employer

Employer _____ Address _____

Employer Phone _____ Your Position _____ Salary _____

Duties _____

Dates of Employment _____ to _____

Supervisor _____ May we contact? Yes No
Name Title

Reasons for Leaving _____

Prior Employer

Employer _____ Address _____

Employer Phone _____ Your Position _____ Salary _____

Duties _____

Dates of Employment _____ to _____

Supervisor _____ May we contact? Yes No
Name Title

Reasons for Leaving _____

Prior Employer

Employer _____ Address _____

Employer Phone _____ Your Position _____ Salary _____

Duties _____

Dates of Employment _____ to _____

Supervisor _____ May we contact? Yes No
Name Title

Reasons for Leaving _____

Education

High School

Name and Address

Did you graduate? Yes No Attended from _____ to _____

If you did not graduate, did you receive your GED? Yes No

Special Honor or Awards _____

Technical or Vocational School

Name and Address

Did you graduate? Yes No Attended from _____ to _____

Degree or Certification _____ Specialty _____

Special Honor or Awards _____

College or University

Name and Address

Did you graduate? Yes No Attended from _____ to _____

Degree _____ Major _____

Special Honor or Awards _____

Position Information

Position Applying For _____ How did you hear about this job? _____

What hours are you willing to work? _____ Would you be able to work weekends? Yes No

When would you be able to start? _____ Desired salary _____ per _____

Please describe any skills you have in the following areas:

Microsoft Word _____

Microsoft Excel _____

Other Computer Skills _____

Typing Speed _____ wpm

Other Skills _____

Applicant Signature _____ Date _____