

**TELL US ABOUT YOURSELF**

*You must answer EVERY question on this application. If a question does not apply, put "N/A". PRINT.*

What job are you applying for? \_\_\_\_\_ Full Time \_\_\_\_\_ Part time \_\_\_\_\_ Temp \_\_\_\_\_

What is your salary expectation? \_\_\_\_\_ When can you start work? \_\_\_\_\_

How were you referred? \_\_\_\_\_

Have you completed an application here before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you been employed here before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are there any days or times during the week that you are not available for work? \_\_\_\_\_

If yes, please list the days/ times you are not available for work \_\_\_\_\_

If necessary, can you provide proof that you are over any minimum work age requirement? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Do you have reliable transportation? \_\_\_\_\_

Can you travel if required? \_\_\_\_\_ Are you on a layoff or subject to recall? \_\_\_\_\_

May we contact your present or past employers as listed on the work history page? \_\_\_\_\_

Can you list three references for us to contact ( no relatives or preachers):

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

How much time have you lost from work during the last 12 months? \_\_\_\_\_

Are you now, or do you expect to be, engaged in any other business or employment while working here?

If yes, please explain \_\_\_\_\_

Are you presently an officer, employee, or employer of another business in our industry or with whom we

compete? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been terminated or asked to resign from a job? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Why do you desire to make a change? \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_\_

Proof of citizenship status/identity required upon hire

What three things are most important to you in a job?

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

What three adjectives best describe you?

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

What is your greatest challenge at work \_\_\_\_\_

What type of work do you enjoy most? \_\_\_\_\_

What are your interests? \_\_\_\_\_

What is your best work assets? \_\_\_\_\_

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**TELL US ABOUT YOUR SPECIAL SKILLS AND QUALIFICATIONS**

List any special skills, training, experience, certifications, or licenses:

\_\_\_\_\_

List any professional, trade, business, or civic activities, or offices that you have held:

\_\_\_\_\_

List any foreign languages that you fluently speak, read, and or write that would relate to working here:

\_\_\_\_\_

List software programs in which you are proficient: \_\_\_\_\_

\_\_\_\_\_