

Employee Application Form

Please answer the questions below as completely as possible:

Today's date: _____
 Your name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: () _____ Evening: () _____
 Further contact should be at: [] Day telephone [] Evening telephone

Working Experience

Most recent position: _____
 Company: _____
 Location: _____
 Date started: _____ Date ended: _____
 Starting salary: \$ _____ Ending salary: \$ _____
 Reason for leaving: _____
 Responsibilities/comments: _____

Supervisor: _____ Okay to contact?
 [] Yes [] No

Previous position: _____
 Company: _____
 Location: _____
 Date started: _____ Date ended: _____
 Starting salary: \$ _____ Ending salary: \$ _____
 Reason for leaving: _____
 Responsibilities/comments: _____

Supervisor: _____ Okay to contact?
 [] Yes [] No

Previous position: _____
 Company: _____
 Location: _____
 Date started: _____ Date ended: _____
 Starting salary: \$ _____ Ending salary: \$ _____
 Reason for leaving: _____
 Responsibilities/comments: _____

Supervisor: _____ Okay to contact?
 [] Yes [] No

Education & Training

High school: _____ Diploma year: _____
 Undergraduate college: _____
 Program: _____ Degree: _____ Yrs: ____/____
 Undergraduate college: _____
 Program: _____ Degree: _____ Yrs: ____/____
 Graduate college: _____
 Program: _____ Degree: _____ Yrs: ____/____
 Graduate college: _____
 Program: _____ Degree: _____ Yrs: ____/____
 Other education/training: _____

Special Accomplishments

Computer Skills

[] Mac [] Windows Other: _____
 Page layout: _____
 Image editing: _____
 Vector-based drawing: _____
 Web design/multimedia: _____
 Word processing: _____ Accounting: _____
 Other programs/skills: _____

Personal References

Name: _____
 Title & Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: () _____
 Relationship: _____
 Name: _____
 Title & Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: () _____
 Relationship: _____

We request all employees to sign non-compete and non-disclosure agreements. Is this a concern? [] Yes [] No

If yes, explain: _____

I certify that to the best of my knowledge the information I have provided above is true.

(Signature)

(Date)