

APPLICATION FOR EMPLOYMENT

Grace Management, Inc.
(An Equal Opportunity Employer)

PERSONAL DATA

Last Name _____	First Name _____	Middle Initial _____
Address _____		
City _____	State _____	Zip _____ Phone # _____

Today's Date: _____	Position Applied For: _____			
Are You Seeking:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other _____
Date Available for Employment: _____	Salary Requirements: _____			
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when? _____	Do you have relatives currently working for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Referred by: _____				

EMPLOYMENT DATA (Please list your last three employers. Begin with most current.)

Name: _____	Address: _____
Job Title: _____	Supervisor's Name: _____
Dates Employed: _____ through _____	Duties: _____
Reason for leaving: _____	Phone: _____

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Job Title: _____	Supervisor's Name: _____
Dates Employed: _____ through _____	Duties: _____
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Name: _____	Address: _____
Job Title: _____	Supervisor's Name: _____
Dates Employed: _____ through _____	Duties: _____
Reason for leaving: _____	Phone: _____

May we contact your present employer? Yes No

SPECIAL SKILLS AND/OR TRAINING: (Please indicate any additional skills, experience or training that would contribute to the position you are applying for)

EDUCATION DATA

<u>Name</u>	<u>Degree Earned</u>	<u>Course of Study</u>
High School: _____		
College: _____		
Other: _____		

CAN YOU PERFORM THE FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING? Yes No

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No If yes, please give date(s) & charge(s):

I understand that my signature on this application also signifies that I give my permission for a sex offender registry search to be conducted for purposes of employment eligibility: _____ (initial here)

APPLICANT'S STATEMENT

I certify that the information provided is true and complete to the best of my knowledge. I authorize the investigation of all information as may be necessary in arriving at an employment decision and release all parties from all liability for any damage that may result from furnishing the same. I understand that my signature on this application also signifies that I give my permission for a sex offender registry search for purposes of employment. I understand that neither this document nor any offer of employment constitutes an employment contract. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations set forth by the employer. I also understand that if hired, I will be an at-will employee and both parties have the right to terminate employment at any time.

Signature of Applicant: _____ **Date:** _____

Interviewed by: _____	Date: _____
Comments: _____	

Recommend Hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: _____
Starting Wage: _____	Start Date: _____