



# APPLICATION FOR EMPLOYMENT

Cottles Enterprises INC.  
33 Beechdale Rd. Portsmouth, Va 23702  
866-666-9221

## APPLICANT INFORMATION

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Last First Middle*

ADDRESS: \_\_\_\_\_  
*City State ZIP*

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_ DESIRED SALARY: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

Are you legally eligible to work in the U.S.?  YES  NO Have you ever worked for this company?  YES  NO

Have you ever been convicted of a felony?  YES  NO

If yes, explain: \_\_\_\_\_

## EDUCATION

HIGH SCHOOL: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Diploma: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

OTHER: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

## REFERENCES

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ End: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

*I confirm that all my responses are accurate and comprehensive to the best of my understanding.*

*Should I be offered employment based on this application, I acknowledge that providing false or deceptive information during the application or interview process may result in termination of my employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_