

CITY CLUB – PLYMOUTH

Employment Application

Date: _____ Position Applied For: _____

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Email: _____

Birthday: _____ Date Available to Start: _____ Desired Salary: _____

Employment Desired: Full Time _____ Part Time _____ Temporary _____ Seasonal _____

If you are under the age of 18, can you provide a work permit? YES _____ NO _____

Are you legally allowed to work in the United States? YES _____ NO _____

Have you ever pleaded guilty, no contest or been convicted of a crime? YES _____ NO _____

If yes, explain: _____

Answering yes to the above questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and the nature of the violation, rehabilitation and the position applied for will be considered.

EDUCATION

Name & Location of High School: _____ Graduate? _____

Name & Location of College: _____ Years Attended _____

Degrees Completed: _____ Other Studies: _____

Trade, Business or Correspondence School: _____ Years Attended: _____

Subjects Studied: _____ Graduate? _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS

EMPLOYMENT HISTORY (begin with most recent)

MOST RECENT EMPLOYER:

Date of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____

Company Name: _____ City/State: _____

Phone Number: _____ Supervisor: _____

Responsibilities: _____

Starting Salary : _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer as a reference? YES _____ NO _____

SECOND MOST RECENT EMPLOYER:

Date of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____

Company Name: _____ City/State: _____

Phone Number: _____ Supervisor: _____

Responsibilities: _____

Starting Salary : _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer as a reference? YES _____ NO _____

THIRD MOST RECENT EMPLOYER:

Date of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____

Company Name: _____ City/State: _____

Phone Number: _____ Supervisor: _____

Responsibilities: _____

Starting Salary : _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer as a reference? YES _____ NO _____

APPLICANT STATEMENT

Summarize how this company will benefit from your employment. Use a separate piece of paper if needed.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by and authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Signature of Applicant: _____ Date: _____

How were you referred to us? _____

OFFICE USE ONLY

Date of Interview: ____/____/____

Interviewed by: _____

Date of Hire: ____/____/____

Start Date: ____/____/____

Notes: _____
