

China Cottage Employment Application

Which location are you applying for?

- ☐ Centerville
- ☐ Kettering
- ☐ Trotwood
- ☐ Huber Heights

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____

_____ STATE: _____ ZIP CODE: _____ E-MAIL: _____

_____ PHONE: _____ SOCIAL _____

SECURITY NUMBER (SSN): _____ - _____ - _____

DATE AVAILABLE: _____ DESIRED PAY: \$ _____ HOUR

POSITION APPLIED FOR: _____

EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ PART-TIME

EMPLOYMENT ELIGIBILITY

ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO*

*IF NO, ARE YOU ALLOWED TO WORK IN THE U.S.? ☐ YES ☐ NO

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES ☐ NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES ☐ NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ **CITY / STATE:** _____

YEARS ATTENDED: FROM _____ TO _____

DID YOU GRADUATE? YES NO ☐ ☐

DIPLOMA: _____

COLLEGE: _____ **CITY / STATE:** _____

YEARS ATTENDED: FROM _____ TO _____

DID YOU GRADUATE? YES NO ☐ ☐

DEGREE: _____

OTHER: _____ **CITY / STATE:** _____

YEARS ATTENDED: FROM _____ TO _____

DEGREE/CERTIFICATION: _____

EMPLOYMENT HISTORY

EMPLOYER #1: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY

ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

START DATE: _____ END DATE: _____

REASON FOR LEAVING: _____

EMPLOYER #2: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY

ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES:

_____ START DATE: _____ END DATE:

REASON FOR LEAVING: _____

EMPLOYER #3: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY

ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

START DATE: _____ END DATE: _____

REASON FOR LEAVING: _____

BACKGROUND CHECK CONSENT

IF ASKED, WOULD YOU CONSENT TO A BACKGROUND CHECK? ☐ YES

☐ NO

DISCLAIMER

The applicant understands that this is an Equal Opportunity Employer who is committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE:** _____

PRINT NAME _____