



Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

Receptionist Application for Employment

[Pre-Employment Questionnaire] [An Equal Opportunity Employer]

Last Name: _____ First Name: _____ Today's Date: _____

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

Phone: (____) _____ - _____

Email: _____

Position Desired: _____

How many hours per week do you desire? _____ Expected Pay: _____

Are you 18 or older? _____ Salary: _____

School Name & Location	Course of Study	No. years completed	Did you graduate?

Available work hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

If you are currently a student, are you able to work during school breaks (ie. spring break, winter break, summer break)? _____

1. Have you ever been convicted of a crime? ___ Yes ___ No
2. Have you ever been dismissed from employment or laid off? _____ Why? _____
3. Are you legally eligible to work in the United States? ___ Yes ___ No
4. Are you now or have you ever been: ___ Safety Certified ___ First Aid Certified
 ___ CPR Certified ___ KAT Certified
5. Do you have your own car or a dependable way to work? _____ Explain: _____
6. Do you have experience with reception or admin work? _____

7. Our hours vary from week to week and occasionally you may need to stay late, leave early, or come in on your day off. Do you foresee any problems with this? _____

Former employers (List below last three employers, starting with the most recent one first.)

Date: Month/Year	Name & address of employer	Salary	Position	Reason for leaving
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

Are you currently employed? _____ May we contact your current employer? _____

Which of these jobs did you like best? _____

What did you like most about this job? _____

References: Give the names of three persons not related to you whom you have worked with.

	Name	Phone Number	Business	Years Acquainted
1.				
2.				
3.				

“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 references listed above to give you any and all information concerning my previous employment and any pertinent information they may not have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is from no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Realizing this is a business of children, I understand that by signing this I am allowing Elite Athletics, Inc. to perform various background checks.”

Date: _____ Signature: _____