



# Adult Application for Employment

For Office Use Only
R _____
S _____
I _____
H _____
L _____
W _____

Please Print and Answer All Questions

This application is intended to provide information for evaluating your suitability for employment. It is not intended to be, nor might be construed to be, a contract of employment of any type whatsoever.

A. NAME \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

EMAIL ADDRESS \_\_\_\_\_

Are you eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

B. EDUCATIONAL RECORD

NAME OF SCHOOL	LOCATION	SCHOLASTIC STANDING	YEARS COMPLETED	DID YOU GRADUATE?
High School _____				
College _____				
Business/Trade School _____				

Do you plan to continue? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where? \_\_\_\_\_ What field? \_\_\_\_\_

C. PREVIOUS EMPLOYMENT Enter last or current job first. Account for all time during the last ten years, whether employed or not. Use a separate sheet of paper, if necessary.

FROM MO/YR	TO MO/YR	NAME/ADDRESS OF EMPLOYER	PHONE	SUPERVISOR'S NAME	REASON FOR LEAVING
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					

Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, may we contact? Yes \_\_\_\_\_ No \_\_\_\_\_

D. How did you hear about this job? ( ) Newspaper ( ) Internet ( ) Friend (name) \_\_\_\_\_  
 ( ) Our website ( ) Other \_\_\_\_\_

E. REFERENCES - People who know you, not relatives, who may be called at this time.

NAME	ADDRESS	PHONE	RELATIONSHIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

F. For what type of work are you applying? \_\_\_\_\_

For which location(s) are you applying? \_\_\_\_\_

List the qualities that you possess or the knowledge or the experience that you have gained which would help you in the position for which you are applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. How many hours per day/week would you prefer? Minimum \_\_\_\_\_/\_\_\_\_\_/Maximum \_\_\_\_\_/\_\_\_\_\_

During which hours of the day are you available to work? \_\_\_\_\_

During which days of the week are you available to work? \_\_\_\_\_

How long do you plan to work? Temporary \_\_\_\_\_ Career \_\_\_\_\_ Summer only \_\_\_\_\_ Other \_\_\_\_\_

Wage requirement, if any: \_\_\_\_\_

H. Write a paragraph explaining why you are a good candidate for employment by Whitey's Ice Cream, Inc. (Use a separate sheet of paper if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. I certify that the answers given by me in the foregoing questions and statements are true and correct without omissions of any kind whatsoever. I authorize the U.S. Government, companies, schools or persons named above to give any information regarding my employment, separation or discharge, together with any information they may have regarding me whether or not it is in their records. I hereby release the above from all liability for any damage for issuing this information. I understand and agree that a false statement herein is grounds for denial of employment or basis for dismissal if already employed.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_