

# Job Application

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

## PERSONAL INFORMATION:

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of, or pleaded no contest to, a misdemeanor or felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_

## POSITION/AVAILABILITY:

Position Applied For: Wedding Coordinator

Days/Hours Available:

Sunday \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

Monday \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

Tuesday \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

Thursday \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

Friday \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

Saturday \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**EDUCATION:**

Name and Address of School - Degree/Diploma - Graduation Date

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Skills and Qualifications: Licenses, Skills, Training, Awards

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**EMPLOYMENT HISTORY:**

Present or Last Position:

Employer: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

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

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

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Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

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

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

\_\_\_\_\_

Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May We Contact Your Present Employer?** Yes \_\_\_\_\_ No \_\_\_\_\_

**References:**

Name/Title Address Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_