

Employment Application Template

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| **Personal Information** |
| Name: | Date: |
| Position Applying For: |  |  |
| National Insurance Number: |  |  |
| Address: |  |  |
| City: | County | Postcode |
| Home Phone: | Message Phone: |
| Do you have a valid driver’s license? **Yes No**  | License No. | Exp. Date: |
| Do you have adequate transportation to and from work? **Yes No**  |
| Have you been cited for a traffic violation of any kind within the last FIVE years? **Yes No If yes, please give date and details:** |

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| **Education** |

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| --- | --- | --- | --- |
| **Education** | High School | College/University | Graduate/Professional |
| School Name |  |  |  |
| Diplomas or Degrees |  |  |  |
| Describe Course of Study or Major |  |  |  |

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| **Record of Previous Employment** |

Please list the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If you were self-employed, give the business name and supply business references. Attach extra pages if necessary.

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| --- | --- | --- | --- |
| Present or Last Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |

**References**

List professional references who are familiar with the quality of your work, have worked directly with you, and have known you for at least two years.

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| --- | --- | --- | --- | --- |
| Name | Occupation | Address | Telephone | Years Known |
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| **Additional Information** |

Have you ever been terminated or asked to resign from any job? **Yes No**

If yes, explain the circumstances:

Please explain any gaps in your employment history:

May we contact your most current employer? **Yes No**

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony? **Yes No**
If yes, give details and dates of each:

Have you been arrested for any matter for which you are out on bail or on your own recognizance pending trial?

**Yes No**

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| **Experience** |

Please indicate actual work experience you have in any of the following areas or positions:

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| --- | --- | --- | --- |
| **Administration** Office Manager Bookkeeper Accounts Receivable Accounts Payable Payroll Clerk Warranty Clerk Data Entry Cashier Job Costing Receptionist Insurance Claims Word Processing Computer Accounting Financial Statements Financial Analysis Real Estate Tax Returns | **Sales** Salesperson Retail Salesperson Service Salesperson Wholesale Department Sales Manager Regional Sales Manager Leasing Manager Salesperson (New Car) Salesperson (Used Car) Phone Sales Customer Service Representative | **Production** Frame Technician Universal Bench Systems Dedicated Jig Systems Body Technician Mig Welding Oxy/Acetylene Welding Mechanic Suspension & Steering Wheel Alignment Plastic Repair Cooling Systems Air Conditioning ABS Brakes Air Bag Systems Exhaust Systems Automotive Electrical Apprentice/Helper Color Matching Computerized Paint Mixing Paint Preparation Refinish Technician Machine Polishing Detailer Maintenance Glass Installation | **Other** Shop Manager Service Manager Service Writer/Advisor Estimator Insurance Adjuster Insurance Appraiser Shop Foreman Production Manager Department Manager Parts Manager Parts Counter Person Inventory Control Purchasing Agent Advertising/Marketing |

Remarks and Special Qualifications: (Please include any computer systems and programs with which you are familiar.)

I hereby state that all the information that I provided on this application is true and correct.

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 Signature of Applicant Date