



# EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

Last Name	Personal Address
First Name	Phone:
Social Security NO:	Cellular:
Marital Status:	Nationality:
Date of Birth: D/M/Y	Age:

## DESIRED EMPLOYMENT

Position:	Salary Desired (Weekly):
Date You Can Start:	Full Time: <input type="checkbox"/> Part Time: <input type="checkbox"/>
Are You Willing To Do Overtime?	
Do You Possess A Valid Drivers License?	
List The Class That You Are Able To Drive:	
Can You Operate Any Type Of Machinery?	
List Knowledge Of Any Computer Program You Are Familiar With:	

## EDUCATION

Schools Attended:	Dates Attended	Degree Concentration
Primary:		
Secondary:		
College:		
Trade School:		

## REFERENCES (References From Family Members Are Not Valid)

Name:	Address:	Phone:	Nature of Relationship With Reference

## HEALTH

Do you suffer from any chronic illness that may be detrimental to the work environment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you use any addictive substances? If yes, explain	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a clean police record? If no, explain	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## LIST THE PAST FOUR EMPLOYMENT EXPERIENCES (STARTING WITH MOST RECENT AND INCLUDING PRESENT)

Name Of Company:	Name Of Supervisor:
Address:	Phone:
Reason For Leaving/ Termination:	
Time Period of Employment:	
What was your job title/ position:	

Name Of Company:	Name Of Supervisor:
Address:	Phone:
Reason For Leaving/ Termination:	
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Name Of Company:	Name Of Supervisor:
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<b>Name Of Company:</b>	<b>Name Of Supervisor:</b>
<b>Address:</b>	<b>Phone:</b>
<b>Reason For Leaving/ Termination:</b>	
<b>Time Period of Employment:</b>	
<b>What was your job title/ position:</b>	

**OTHER**

<b>List Languages You Can Speak:</b>		
<b>List Languages You Can Write:</b>		

**Through What Medium Did You Hear About This Job Vacancy?**

**In about 50 words, describe how your knowledge and skills would play a role in the efficient and effective advancement of the company.**

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**Please include with this application:**

- (a) Resume (b) Two letters of recommendation (c) Copy of social security ID (d) Copy of a utility bill to verify address  
 (e) Official police record (or receipt of application) (f) Copy of driver’s license

**Accepted extras include: certificate, awards, diplomas, and report cards**

**I certify that the information that I have provided on this application is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or any subsequent employment with Design Depot Trading Ltd may be terminated.**

\_\_\_\_\_                                                  \_\_\_\_\_  
**Applicant's Signature**                                                  **Date**

FOR INTERNAL USE ONLY

<b>Interviewed by:</b>  _____  <b>Date Interviewed:</b> _____  <b>Previous Employer history verified:</b>  _____	<b>Decision after interview:</b>  Discard <input type="checkbox"/> File <input type="checkbox"/> Hire <input type="checkbox"/>  <b>Hourly Rate:</b> _____  <b>Salary:</b> _____  Commission: Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Reference results:**  
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**Start Date:** \_\_\_\_\_

**Notes:**  
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