



“Employment Application”

First Name	Last Name	Middle Name	
Home Address	City	State	Zip Code
Cell Phone	Office Phone	Home Phone	
Email Address			

Position you are applying for? _____

Expected salary range? _____

How did you hear about this job opening? _____

Work Experience Section

1. Work/Business Experience: (Please start with most recent)

Business Name: _____ Business Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Start Date (Month/Year): _____ End Date: (Month/Year): _____

Type of Business: _____ Number of Employees: _____

Your Title: _____ Total People Who Reported to You: _____

Name of Your Supervisor: _____ Supervisor Title: _____

Supervisor Email Address: _____ Supervisor Phone: _____

What did you like most about this job? _____

What did you like least about this job? _____

Why did you leave or consider leaving? _____



Salary When You Started Working: \$ _____	Base Salary \$	Salary When You Ended Working: \$ _____	Base Salary \$
	Commission \$		Commission \$
	Bonus \$		Bonus \$
	Other \$		Other

How many hrs/week do you normally work now? _____

How many hrs/week are you willing to work if you got this job? _____

Please describe your typical day and week at your current or most recent job:

What is/was your most recent company's value proposition? Why do customers come to you?

What is your competitor's value proposition? How do they differ from your company? _____

What do you like most about your boss/supervisor now? _____

What do you like least about your boss/supervisor now? _____

What would your boss/supervisor say are your strengths? _____

What would your boss/supervisor say are your strengths? _____

What motivated you to start looking for new opportunities for employment? _____



What specific characteristics are you looking for in a new company and in a new role and why?

What attracted you to this role within our company? Why is our company the best fit for you as a company and why are YOU the best fit for this role?

Please describe what “entrepreneur” means to you and explain why you feel that you are entrepreneurial using examples from your life.

2. Work/Business Experience:

Business Name: _____ Business Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Start Date (Month/Year): _____ End Date: (Month/Year): _____

Type of Business: _____ Number of Employees: _____

Your Title: _____ Total People Who Reported to You: _____

Name of Your Supervisor: _____ Supervisor Title: _____

Supervisor Email Address: _____ Supervisor Phone: _____

What did you like most about this job? _____

What did you like least about this job? _____



Why did you leave or consider leaving? _____

Salary When You Started Working: \$ _____	Base Salary \$	Salary When You Ended Working: \$ _____	Base Salary \$
	Commission \$		Commission \$
	Bonus \$		Bonus \$
	Other \$		Other

3. Work/Business Experience:

Business Name: _____ Business Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Start Date (Month/Year): _____ End Date: (Month/Year): _____

Type of Business: _____ Number of Employees: _____

Your Title: _____ Total People Who Reported to You: _____

Name of Your Supervisor: _____ Supervisor Title: _____

Supervisor Email Address: _____ Supervisor Phone: _____

What did you like most about this job? _____

What did you like least about this job? _____

Why did you leave or consider leaving? _____



Salary When You Started Working: \$ _____	Base Salary \$	Salary When You Ended Working: \$ _____	Base Salary \$
	Commission \$		Commission \$
	Bonus \$		Bonus \$
	Other \$		Other

Education Section

High School

High School Name: _____ Location: _____

Approximate Number in Graduating Class: _____ Rank from the Top (Est): _____

Grade Point Average: _____

Extracurricular Activities: _____

Awards, Offices, Honors: _____

Part Time/Summer Work: _____

College/Graduate School

Name / Location	Date From	Date To	Degree Earned	Major	GPA	Honors

What courses did you enjoy most? Why? _____



What courses did you enjoy least? Why? _____

How was your education financed? _____

Part time/summer jobs? _____

What did you like most about college? _____

Current Activities Section

Member in job or professional organizations: (You may exclude groups that indicate race, color, religion, national origin, disability, or other protected status)? _____

Professional licenses, designations, patents, special honors, publications? _____

What abilities or qualifications will help you succeed in this job? _____

What are your weak points you need work on? _____

Goals Section

Please list your goals for this year

Financial:

1. _____

2. _____

3. _____

Business/Career:

1. _____



2. _____

3. _____

Personal:

1. _____

2. _____

3. _____

Hobbies & Interests Section

Please list any activities/clubs/interests you have that are not work related? _____

What are your favorite personal development books and why? What impact have they had on your life?

Career Needs

Are you willing to relocate? Yes _____ No _____ Explain? _____

How many days a month of travel would be acceptable? _____

What are your career objectives? _____

Reference/Background Check

Are you authorized to work for any employer in the United States? Yes _____ NO _____

Have you ever been convicted of fraud, larceny, or a felony? Yes _____ No _____

If so, please explain... _____

Would you be willing to arrange reference calls with supervisors you've had in the past decade, as a last step before a final job offer? Yes _____ No _____



I certify that answers given in this Employment Application are true, accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this Form as may be necessary for reaching an employment decision. I understand that I may be asked to arrange reference calls with managers I've worked for.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my Employment Application or interview(s) may result in discharge and/or legal action. I understand that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me. **Signature:** _____ **Date:** _____

Please complete this form and email to:
