

Application For Employment

Date:

Last Name

First Name

M.I.

Date of Birth:

Address Line1

Address Line2

Residence Phone:

Mobile Number:

Email Address:

Marital Status:

How did you learn about us?

Have you ever been employed with us before?

If Yes, when?

Are you currently employed?

On what date would you be available for work?

Are you available to work:

Full-time

Part-time

Shift Work

Temporary

Can you travel if job requires it?

Are you able to perform the essential functions of the job you are applying for?

Number of Family members:

If Father and Mother working -

Father's Firm:

Name and Designation:

Mother's Firm:

Name and Designation:

Education

	Elementary School	High School	Graduate College/University	Post-Graduate/ Professional
School Name and Location				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills or extra-curricular activities.				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any languages you can speak, read and/or write.			
	Fluent	Good	Fair

References

Give name, address and telephone number of references who are professional acquaintances and not related to you:

Employment Experience

Begin with your present or most recent job. Include any job-related military service assignments and volunteer activities.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Salary		
		Start	End	
Job Title	Supervisor			
Reason for leaving:				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Salary		
		Start	End	
Job Title	Supervisor			
Reason for leaving:				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Salary		
		Start	End	
Job Title	Supervisor			
Reason for leaving:				

If you need additional space, please continue on a separate sheet of paper.

Applicant's Statement

- ◆ Working hours would be 10.00 am to 6.30 pm.
- ◆ Employee would notify the company for any leave of absence. Employee would notify the firm of the progress every day, if on site.
- ◆ There would be seven holidays in a calendar year.
- ◆ C. L. and P. L. would be after six months of the start date.
- ◆ The company would be notified one month prior to the termination by the employee in the form of written resignation. Failure to which would result in deduction of one month's salary. Termination also entitles one month's salary.
- ◆ Employee would submit the written resignation. Thereafter salary shall be drawn after one month from the date of acceptance of resignation and no dues certificates.
- ◆ The company is not responsible for the employee being physically unfit.

I accept these terms and conditions.

(Signature)