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 151 west main street * suite 302 * canton, ga 30114
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employment application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Birth Date: _____ Social Security No.: _____

Position Applied for: _____ Desired Salary: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other
 Certifications/
 Training:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Email or Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Email or Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Email or Phone: _____

Address: _____

Previous Employment

Company: _____ Email or Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Email or Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

For Office Use Only:

Hiring Manager (signature): _____

Date of Hire: _____ Position: _____ Pay Rate: _____

Home Office: _____ Primary Phone Number: _____

Additions to Employment: _____

Shirt Size: _____ Quantity and Style: _____

Company Issue Phone? Yes No If yes, typed issued/needed: _____

Company issue email address/password: _____

Software and Server licenses and permissions: _____

Clarity property ordering and issue instructions: _____

Equipment and asset tracking: _____

This individual is eligible to work and all necessary equipment has been ordered and/or issued.

H.R. Signature: _____ Date: _____ E-Verify Case # _____