

# APPLICATION FOR EMPLOYMENT

<b>POSITION DESIRED:</b>		<b>SALARY EXPECTED:</b>		<b>COUNSELOR:</b>	
<b>NAME:</b>			<b>HIGH SCHOOL:</b>		
<b>ADDRESS:</b>			<b>COLLEGE:</b>		
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>	<b>DEGREE / MAJOR:</b>	
<b>PHONE/HOME:</b>		<b>BUS:</b>		<b>FLUENT LANGUAGE(S):</b>	
<b>MESSAGE:</b>					

<b>FOR OFFICE USE</b>	<b>HOW LONG IN AREA:</b> _____ <b>SOCIAL SECURITY #:</b> _____ <b>I.D./DRIVERS LICENSE#:</b> _____
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*PLEASE LIST MOST RECENT POSITION FIRST/ACCOUNT FOR ALL LONG PERIODS OF UNEMPLOYMENT/EMPLOYMENT DATA.*

FROM	TO	COMPANY & ADDRESS	BUSINESS	SALARY	POSITION	SUPERVISOR	REASON FOR LEAVING
MO./YR.	MO./YR.	_____	_____	_____	_____	_____	_____
MO./YR.	MO./YR.	_____	_____	_____	_____	_____	_____
MO./YR.	MO./YR.	_____	_____	_____	_____	_____	_____
MO./YR.	MO./YR.	_____	_____	_____	_____	_____	_____

<b>OFFICE EQUIPMENT OPERATED/TECHNICAL SKILLS ACQUIRED:</b> _____ _____	<b>WHAT DO YOU LIKE MOST ABOUT YOUR JOB</b> _____ _____ _____
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HR Management, Inc.

**MILITARY SERVICE**

<b>YEARS OF SERVICE:</b>	<b>BRANCH:</b>
<b>DUTIES:</b>	

**IN THE EVENT OF AN EMERGENCY PLEASE CONTACT:**

<b>NAME:</b>	<b>ADDRESS:</b>	<b>CITY:</b>	
<b>STATE:</b>	<b>ZIP:</b>	<b>PHONE:</b>	<b>RELATIONSHIP:</b>

HAVE YOU BEEN CONVICTED OF ANY VIOLATIONS OF THE LAW? (EXCLUDE TRAFFIC VIOLATIONS UNDER \$50,000. A CONVICTON RECORD IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE WILL BE GIVEN INDIVIDUAL CONSIDERATION BASED ON JOB RELATEDNESS.) YES \_\_\_\_\_ NO \_\_\_\_\_  
WERE YOU EVER DISCHARGED OR FORCED TO RESIGN FROM ANY POSITION?: YES \_\_\_\_\_ NO \_\_\_\_\_

I HAVE RECENTLY APPLIED FOR EMPLOYMENT AT THE FOLLOWING FIRMS. PLEASE DO NOT CONTACT THEM.

<b>COMPANY NAME:</b>	<b>POSITION APPLIED FOR:</b>	<b>INTERVIEWED BY:</b>	<b>STILL BEING CONSIDERED:</b>

*I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

HR Management, Inc.  
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510-267-0575  
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**EQUAL OPPORTUNITY EMPLOYMENT**