

# COLLECTIC home

## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

COLLECTIC HOME IS AN EQUAL OPPORTUNITY EMPLOYER, DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING AGE, SEX, SEXUAL ORIENTATION, COLOR, RACE, CREED, NATIONAL ORIGIN, RELIGIOUS PERSUASION, MARITAL STATUS, POLITICAL BELIEF, OR DISABILITY THAT DOES NOT PROHIBIT PERFORMANCE OF ESSENTIAL JOB FUNCTIONS.

### I. PERSONAL INFORMATION

TODAY'S DATE: \_\_\_\_\_

NAME (LAST, FIRST, MIDDLE) \_\_\_\_\_

CELL/HM PHONE (AREA CODE, NO.) \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER?  YES  NO FOR PURPOSES OF COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT, ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?  YES  NO

**FEDERAL LAW PROHIBITS THE EMPLOYMENT OF UNAUTHORIZED ALIENS. ALL PERSONS HIRED MUST SUBMIT SATISFACTORY PROOF OF EMPLOYMENT AUTHORIZATION AND IDENTITY (VALID DRIVER'S LICENSE, BIRTH CERTIFICATE, GREEN CARD, ETC.) WITHIN THREE DAYS OF BEING HIRED. FAILURE TO SUBMIT SUCH PROOF WITHIN THE REQUIRED TIME SHALL RESULT IN IMMEDIATE EMPLOYMENT TERMINATION.**

1. HAVE YOU EVER WORKED UNDER A DIFFERENT NAME? IF SO, PLEASE SPECIFY: \_\_\_\_\_

2. DO YOU HAVE ANY RELATIVES WHO ARE PRESENTLY (OR FORMERLY) EMPLOYED BY COLLECTIC HOME? PLEASE SPECIFY: \_\_\_\_\_

3. HOW WERE YOU REFERRED TO COLLECTIC HOME? (IF BY AN EMPLOYEE, PLEASE PROVIDE EMPLOYEE'S NAME) \_\_\_\_\_

4. HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO IF YES, PLEASE EXPLAIN: \_\_\_\_\_

(NOTE: YOU MAY NOT BE DENIED EMPLOYMENT SOLELY ON THE BASIS OF A CONVICTION FOR A CRIMINAL OFFENSE. HOWEVER, THIS WILL BE REVIEWED IN LIGHT OF THE JOB FOR WHICH YOU HAVE APPLIED.)

### II. POSITION DESIRED

POSITION(S): \_\_\_\_\_ SALARY DESIRED \$ \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

### III. EDUCATIONAL HISTORY

INDICATE HIGHEST GRADE COMPLETED: (12 = HIGH SCHOOL, 14 = JR COLLEGE; 16 = BACHELORS; 18 = MASTERS; 20 = PHD)

○  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

	SCHOOL NAME/LOCATION	MAJOR OR SPECIALTY	DEGREE/DATE RECEIVED
HIGH SCHOOL	_____	NA	NA
COLLEGE	_____	_____	_____
COLLEGE	_____	_____	_____
TECH SCHOOL	_____	_____	_____
OTHER	_____	_____	_____

IF YOU EXPECT TO COMPLETE AN EDUCATIONAL PROGRAM IN THE NEAR FUTURE, INDICATE WHAT TYPE OF DEGREE OR PROGRAM:

EXPECTED COMPLETION DATE: \_\_\_\_\_

## IV. EMPLOYMENT RECORD

INCLUDE ALL RECENT EMPLOYMENT. ATTACH ADDITIONAL SHEET IF NECESSARY.

1. \_\_\_\_\_  
 COMPANY NAME (CURRENT / MOST RECENT EMPLOYER) POSITION HELD  
 \_\_\_\_\_  
 LOCATION (CITY / STATE) DATES EMPLOYED: \_\_\_\_\_  
 FROM TO  
 \_\_\_\_\_  
 MANAGER / SUPERVISOR LAST SALARY LAST INCREASE DATE OTHER COMP  
 \_\_\_\_\_  
 REASON FOR LEAVING

2. \_\_\_\_\_  
 COMPANY NAME POSITION HELD  
 \_\_\_\_\_  
 LOCATION (CITY / STATE) DATES EMPLOYED: \_\_\_\_\_  
 FROM TO  
 \_\_\_\_\_  
 MANAGER / SUPERVISOR PHONE FINAL SALARY  
 \_\_\_\_\_  
 REASON FOR LEAVING

3. \_\_\_\_\_  
 COMPANY NAME POSITION HELD  
 \_\_\_\_\_  
 LOCATION (CITY / STATE) DATES EMPLOYED: \_\_\_\_\_  
 FROM TO  
 \_\_\_\_\_  
 MANAGER / SUPERVISOR PHONE FINAL SALARY  
 \_\_\_\_\_  
 REASON FOR LEAVING

## V. REFERENCES PLEASE ENSURE REFERENCES ARE WORK-RELATED.

NAME	COMPANY	RELATIONSHIP (I.E., FORMER MANAGER, CO-WORKER, ETC.)	PHONE (AREA CODE)
			( )
			( )
			( )
			( )

## VI. WORK AVAILABILITY

1. ARE YOU WILLING TO ACCEPT EMPLOYMENT IF IT REQUIRES YOU TO TRAVEL? \_\_\_ YES \_\_\_ NO
2. ARE YOU ABLE TO WORK OVERTIME IF REQUIRED? \_\_\_ YES \_\_\_ NO
3. DO YOU HAVE A VALID DRIVER'S LICENSE IN THIS STATE? \_\_\_ YES \_\_\_ NO LIC. #: \_\_\_\_\_

## VII. CERTIFICATION:

I HEREBY CERTIFY THAT ALL ENTRIES ON THE APPLICATION ARE TRUE AND COMPLETE, AND I AGREE AND UNDERSTAND THAT ANY FALSIFICATION OF INFORMATION HEREIN, REGARDLESS OF TIME OF DISCOVERY, MAY CAUSE FORFEITURE ON MY PART TO ANY EMPLOYMENT WITH COLLECTIC HOME. I UNDERSTAND THAT ALL INFORMATION ON THIS APPLICATION IS SUBJECT TO VERIFICATION AND I CONSENT TO REFERENCES, FORMER EMPLOYERS AND EDUCATIONAL INSTITUTIONS LISTED BEING CONTACTED REGARDING THIS APPLICATION. I FURTHER UNDERSTAND AND AGREE THAT THIS EMPLOYMENT APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I ALSO UNDERSTAND THAT I MAY VOLUNTARILY LEAVE OR BE TERMINATED AT ANY TIME AND FOR ANY REASON.

DATE: \_\_\_\_\_

\_\_\_\_\_  
 APPLICANT NAME / SIGNATURE