

DIVINELY DIRECTED SERVICES

Employment Application
 3401 CEDAR LANE * PORTSMOUTH, VA 23703
 757-558-6914 * Fax 757-558-6915



APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Street Address					Driver's License #		
					State:		
City		State		ZIP			
Phone			E-mail Address				
Date of Birth		Social Security No.		Desired Salary			

Position Applied for:		Interview Date (Month/Date/Year)	
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Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever pleaded guilty, no contest or been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

EDUCATION

High School			Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College			Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other			Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES (PLEASE LIST THREE PROFESSIONAL REFERENCES)

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT										
Company							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 <input type="checkbox"/>	NO <input type="checkbox"/>				
Company							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 <input type="checkbox"/>	NO <input type="checkbox"/>				
Company							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 <input type="checkbox"/>	NO <input type="checkbox"/>				
Company							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 <input type="checkbox"/>	NO <input type="checkbox"/>				
MILITARY SERVICE										
Branch							From		To	
Rank at Discharge							Type of Discharge			
If other than honorable, explain										
DISCLAIMER AND SIGNATURE										
<p>I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.</p> <p>In the event I am employed, I understand that false or misleading information in my application or interview(s) may result in my discharge.</p>										
Signature							Date			