

Employment Application

Position Desired: _____

Last Name:	First Name:	M.I.	Today's Date:
Street Address:			Home Phone:
City/State/Zip:			Cell Phone:
Can you work <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal			E-Mail Address:
Are you available to work....(check all that apply) <input type="checkbox"/> Days <input type="checkbox"/> PM Shift <input type="checkbox"/> Overnight Shift <input type="checkbox"/> Weekends			Date of Availability:
How did you hear about the position? <input type="checkbox"/> Walk In <input type="checkbox"/> Employee Referral <input type="checkbox"/> Company Website <input type="checkbox"/> Internet Posting			
<input type="checkbox"/> Advertisement (please list) _____ <input type="checkbox"/> Other _____			

What days and hours are you available to work? (If hired, any changes in availability must be communicated in writing to the manager)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Education, Skills and Abilities...

School Type	Name/Location	Course of Study	Years Completed	Degree/Diploma
G. E. D.				
High School				
Business/Trade School				
College				
Graduate /Other				

Please list any special skills, experience, licenses or certifications and/or training that would assist you in performing the position you applied for (indicate expiration date for any current licenses or certifications):

Please describe your computer skills, and list any/all software program you are proficient in:

Employment...Starting with your present or most recent position

1. Company Name & Address	Dates of Employment (Month/Year) From: _____ To: _____
Position Title	Reason for Leaving
Name of Supervisor	Phone # ()
Describe your job duties:	
2. Company Name & Address	Dates of Employment (Month/Year) From: _____ To: _____
Position Title	Reason for Leaving
Name of Supervisor	Phone # ()
Describe your job duties:	
3. Company Name & Address	Dates of Employment (Month/Year) From: _____ To: _____
Position Title	Reason for Leaving
Name of Supervisor	Phone # ()
Describe your job duties:	

Please indicate which employer(s) you do not wish us to contact: _____

Reason: _____

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize ShareHouse to verify accuracy and to obtain reference information on my work performance. I hereby release ShareHouse from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____