



Please Print: **Application For Employment**

PERSONAL INFORMATION

Date: ____/____/____
 Name: (Last) _____ (First) _____ (Middle) _____
 Present Address: (must have 3 years of address listed) _____
 Previous Address: _____
 Previous Address: _____
 Phone Number: _____ Email Address: _____
 Are you legally authorized to work in the U.S. Yes No Are You Under The Age Of 18? Yes No
 If Hired, Can You Furnish Proof That You Are Legally Permitted To Work In The U.S.? Yes No
 Referred By: Advertisement Friend Walk-in Relative Employment

Case of Emergency notify: _____ Relationship: _____
 Home phone number: (____) _____ - _____ Work phone number: (____) _____ - _____

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____
 Are You Employed Now? Yes No If So, May We Inquire Of Your Present Employer: Yes No
 Type Of Employment You Are Seeking: Regular Part-Time
 Temporary - From _____ To _____

EDUCATION

	Name And Location Of School	The Last Year Completed				Did You Graduate	Subjects Studied And Degree(s) Received
High School		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		○	○	○	○		
Trade, Business Or Correspondence School		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		○	○	○	○		
College		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		○	○	○	○		

What Business Machines Can You Operate:
 Calculator/Adding Machine Cash Register Computer Type WPM _____

Special Skills Or Experience?

What Foreign Languages Do You Speak Fluently?

Complete All Marked Areas

FORMER EMPLOYERS

List Below Last Three Employers, Starting With The Last One First

Date: Month and Year	Name, Address and Telephone Number of Employer	Last Pay Rate	Position	Immediate Supervisor	Reason For Leaving
From:					
To:					
From:					
To:					
From:					
To:					

REFERENCES

Give Below The Name Of Three Persons Not Related To You, Whom You Have Known At Least One Year

Name	Address	Business	Telephone

PHYSICAL RECORD

Are you able to perform the essential functions of the job? Yes No

What other qualifications should be considered? _____

This application was completed by me, all entries upon it and information in it are true and complete to the best of my knowledge. Any false or misleading information furnished by me on this application or other required documents or in connection with my application shall result in denial of employment or, if employed by PRO Workforce Inc., the termination of my employment. PRO Workforce Inc. has my consent to make a thorough investigation on my background, including my past employment, references furnished, education and any other activities, and I release all persons, firms or entities supplying such information from any and all liability and damages on account of supplying such information. I further agree to indemnify PRO Workforce Inc. against any and all liability that may result from making such an investigation.

I also acknowledge and understand that I am applying for employment with PRO Workforce Inc., that if hired I will be an employee of PRO Workforce Inc., and that I can be terminated at any time with or without cause. I understand and agree that if I am employed by PRO Workforce Inc., as a condition of my employment with PRO Workforce Inc., PRO Workforce Inc. has the right to transfer my services to any available position, therefore, I agree to accept a position that I am qualified to perform. In the event that training may be needed, I agree to participate in any training that may be necessary to satisfy the position. I further agree that I will abide by all the rules, regulations and policies of PRO Workforce Inc. and that failure to do so may be cause for termination. I further agree that in the event I am advanced any money by PRO Workforce Inc. or any of its subscribers, and fail to make payment as agreed, PRO Workforce Inc. may deduct the amount unpaid from any wage I may have coming.

Applicant Signature: _____ **Date:** _____

Interviewed By: _____ Date: _____

Applicant Should Be Sent To: _____



Stop here unless you have been hired!