# FRONT OFFICE STAFF-RENO

### Employment Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | | |  | | | | | | | | | | | First |  | | | | | | | | | M.I. | | | | Date | | | |  | |
| Street Address | | | | |  | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | |  | |
| City |  | | | | | | | | | | | | | | State |  | | | | | | | | | ZIP | |  | | | | | | | |
| Phone |  | | | | | | | | | | | | | | E-mail Address | |  | | | | | | | | | | | | | | | | | |
| Date Available | | | | |  | | | | | | | | Social Security No. | | |  | | | | | | | Desired Salary | | | | | |  | | | | | |
| Position Applied for | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | | | YES | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | YES | | NO |
| Have you ever worked for this company? | | | | | | | | | | | | YES | | NO | | If so, when? | | |  | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | YES | | NO | | If yes, explain | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | |  | | | | | | | | | | Address | |  | | | | | | | | | | | | | | | | | | |
| From | |  | | | | To | | |  | Did you graduate? | | | | YES | | NO | | Degree | | |  | | | | | | | | | | | | | |
| College | |  | | | | | | | | | | | | Address | |  | | | | | | | | | | | | | | | | | | |
| From | |  | | | | To | | |  | Did you graduate? | | | | YES | | NO | | Degree | | |  | | | | | | | | | | | | | |
| Other | |  | | | | | | | | | | | | Address | |  | | | | | | | | | | | | | | | | | | |
| From | |  | | | | To | | |  | Did you graduate? | | | | YES | | NO | | Degree | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you eligible to work in the United States? | | | | | | | | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | |
| If you are under age 18, do you have an employment/age certificate? | | | | | | | | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a crime, excluding minor traffic violations? | | | | | | | | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | |
| If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch | | |  | | | | | | | | | | | | | | | | | From | | | |  | | | | To | |  | | | | |
| Rank at Discharge | | | | | | | |  | | | | | | | | | | | | Type of Discharge | | | | | | | | | | |  | | | |
| If other than honorable, explain | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | NO | |  | | | | | | |
| 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 | | NO | |  | | | | | | |
| 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 | | NO | |  | | | | | | |
| 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 | | NO | |  | | | | | | |
| 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 | | NO | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references. | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | | Relationship | | | | |  | | | | |
| Company | | | |  | | | | | | | Phone | |  | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | | Relationship | | | | |  | | | | |
| Company | | | |  | | | | | | | Phone | |  | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | | Relationship | | | | |  | | | | |
| Company | | | |  | | | | | | | Phone | |  | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | |
| I certify that information contained in this application is true and complete to the best of my knowledge.  I understand that false or misleading information in my application or interview may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize verification of any and all information listed above.  may result in my release. | | | | | | | | | | | | | | | | | | | | |
| Signature | | | | |  | | | | | | | | | | | | | Date |  | |