



EMPLOYMENT APPLICATION FORM

PLEASE PRINT ALL INFORMATION AND ATTACH YOUR PROFILE

Position Applying for

Name:

Last

First

Middle

Maiden

Present Address:

Number

Street

City

State

Zip

Telephone:

Mobile:

Email:

If under 18, please list age:

Position Applied For:

Days/Hours Available to Work:

Salary Desired:

Sun___ Mon___ Tue___ Wed___

Thur___ Fri___ Sat___ No Pref___

How many hours can you work weekly?

Can you work over time?

Employment Desired: FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work?

Are you willing to wear appropriate uniform while at work?

Would you relocate overseas for new prospect?

What would that one major reason be to quit a job?

EDUCATION & OTHER INFORMATION

NAME OF SCHOOL	BOARD / UNIVERSITY	NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School			
College			
Degree			
Post - Graduation			



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ADDITIONAL INFORMATION (Computer Skills / Certificate Courses and others)
Extracurricular

Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes	
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.	
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your means of transportation to work?	
Please list two references other than relatives or previous employers.	
Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone:	Telephone:
Do you Consent us to contact the above for reference? YES / NO	

OFFICE ONLY			
Typing <input type="checkbox"/> Yes _____ WPM <input type="checkbox"/> No	10-key <input type="checkbox"/> Yes Word <input type="checkbox"/> Yes <input type="checkbox"/> No Processing <input type="checkbox"/> No _____ WPM		
Personal Computer <input type="checkbox"/> Yes PC <input type="checkbox"/> <input type="checkbox"/> No Mac <input type="checkbox"/>	Other Skills:		



Work Experience		Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.	
Job One			
Name of Employer:	Name of Last Supervisor	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Job Two		Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.	
Job Two			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			



Job Three			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you complete this application yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not, who did?			

Job Four			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you complete this application yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not, who did?			



PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Atelier Designs (hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Atelier Designs, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Atelier Designs may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of Applicant

Date:

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.