

C.E.R.T.S., Inc.
Job Application

Instructions: Type or print clearly in black or blue ink. Answer all questions.

NAME (Last, First, Middle)

SOC. SEC. #

ADDRESS (Number and Street, City, State, Zip Code)

PHONE NO.

()

POSITION DESIRED

Full-time Part-time

Temporary _____

HAVE YOU WORKED FOR THIS COMPANY BEFORE?

Yes ___ No ___

IF YOU ARE A MINOR UNDER AGE 18, DO YOU HAVE A CERTIFICATE OF AGE OR EMPLOYMENT?

Yes ___ No ___

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE?

Yes ___ No ___

IF YES, PLEASE EXPLAIN BELOW (USE ADDITIONAL PAPER IF NECESSARY):

EDUCATION

	NAME AND ADDRESS OF SCHOOL	MAJOR	DEGREE/ DIPLOMA
High School	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

College _____

Trade,
business,
other _____

SPECIAL SKILLS AND QUALIFICATIONS: List job-related licenses, skills,
training, honors, awards, and special accomplishments

EMPLOYMENT HISTORY: (START WITH PRESENT OR LAST POSITION)

Employer:

Address: _____

Supervisor:

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

Employer:

Address: _____

Supervisor:

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

Employer:

Address: _____

Supervisor:

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes

_____ No _____

REFERENCES: (EXCLUDE RELATIVES AND FORMER EMPLOYERS)

Name/Title Address and Phone No. Occupation

1. _____

2. _____

3. _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

DATE _____ SIGNATURE _____