

# APPLICATION FOR EMPLOYMENT: Front Desk Receptionist

TODAY'S DATE: \_\_\_\_\_

*Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or the presence of a non-job related medical condition or handicap.*

(PLEASE PRINT IN INK OR USE TYPEWRITER)

Name _____	FIRST _____	M.I. _____	LAST _____
Address _____	NO. _____	STREET _____	
Phone _____	CITY _____	STATE _____	ZIP CODE _____
HOME _____	MSG/BUS. _____	Social Security # _____	

## GENERAL QUESTIONS

	YES	NO		YES	NO
Presently employed?	<input type="checkbox"/>	<input type="checkbox"/>	Were you ever employed by us before?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your Employer?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what position? _____		
How did you hear about the position? _____			Are you able to work part time or full time? _____		
Have you filled an application with us before?	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what position did you apply for? _____			Are you a U.S. Citizen?	<input type="checkbox"/>	<input type="checkbox"/>

## WRITTEN INTERVIEW

1. When taking a message, what information is needed?

2. What motivates you at work?

3. What did you like most/least about your last job?

## WRITTEN INTERVIEW (Continued)

4. Describe your idea of an ideal employee.

5. Describe your idea of an ideal supervisor.

6. What other companies and jobs are you applying for?

7. If during your shift you run across something that needs to be done but you do not know the procedure, how are you going to find out how it's done?

## EDUCATION

	NAME AND LOCATION	NO. OF YRS. COMPLETED	MAJOR SUBJECT AREAS	DEGREE/ DIPLOMA	GRADUATED	
					YES	NO
HIGH SCHOOL						
COLLEGE						
TECH. SCHOOL						
OTHER						

Describe Specialized Training, Certifications and/or Honors earned:

List 3 personal references and their phone numbers other than your previous employers/supervisors:

NAME	HOW LONG YOU HAVE KNOWN THEM
1. _____	_____
2. _____	_____
3. _____	_____

## EMPLOYMENT EXPERIENCE (Please Complete)

<b>1</b>	Employer	Date Employed		Job Duties
	Address/City	From	To	
	Job Title			
	Phone Number	Hourly Pay or Salary		
	Supervisor	Starting	Ending	
	Reason for Leaving			
<b>2</b>	Employer	Date Employed		Job Duties
	Address/City	From	To	
	Job Title			
	Phone Number	Hourly Pay or Salary		
	Supervisor	Starting	Ending	
	Reason for Leaving			
<b>3</b>	Employer	Date Employed		Job Duties
	Address/City	From	To	
	Job Title			
	Phone Number	Hourly Pay or Salary		
	Supervisor	Starting	Ending	
	Reason for Leaving			
<b>4</b>	Employer	Date Employed		Job Duties
	Address/City	From	To	
	Job Title			
	Phone Number	Hourly Pay or Salary		
	Supervisor	Starting	Ending	
	Reason for Leaving			

## APPLICANT'S STATEMENT

**Applicant's Statement:**

I certify that all answers herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary, including a credit report or police record search. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge. I understand also that I am required to abide by all rules and regulations of the company, and that the rules and regulations may be revised from time to time without prior notice.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		DATE	TIME	INTERVIEWER	INITIALS	<b>PROFICIENCY TEST SCORE</b>
	#1 INTERVIEW					
	#2 INTERVIEW					
	#3 INTERVIEW					