

DIVITO & ASSOCIATES, LLC

Application for Employment

Title of Specific Position for Which you are Applying		Date of Application	Date Available for Work	
Last Name	First Name		Middle Initial	
Mailing Address	City		State	Zip
E-mail Address	Are you 18 years of age or over?		Residence Phone	
County of Residence	Yes	No	Business Phone	

Education

Did you graduate from high school or receive a GED?

No Yes School Attended # of Years (7-20)

Name and Location of College, University, Technical Schools	Did you Graduate?		Certificate or Degree
	Yes	No	
No	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	

Employment

(List employment history, but do not provide dates of employment for jobs held more than five years ago.)

Employing Firm	Month	Month	Year	To	Month
Address		Reason for Leaving			
Phone Number	Supervisor				
Your Title	Supervisors Title	May we contact this employer?		Yes	No
Principal Responsibilities					

Employing Firm	Month	Month	Year	To	Month
Address		Reason for Leaving			
Phone Number	Supervisor				
Your Title	Supervisors Title	May we contact this employer?		Yes	No
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Address		Reason for Leaving			
Phone Number	Supervisor				
Your Title	Supervisors Title	May we contact this employer?		Yes	No
Principal Responsibilities					

Are you willing to work overtime?	What shift would you prefer? (If applicable)	Are you willing to work other shifts
		If yes what shifts? 1st 2nd

Job Relevant Volunteer and Unpaid Work Experience

Kind of Volunteer Activity (Do not specify organization.)	Major Responsibilities	# Hours/Week	Length

Describe any additional experience or training that qualifies you for this job

References

(Give us the name of three people outside of relatives who can be contacted regarding your qualifications, work habits and character)

Name	Present Address	Phone	Position and relationship

Military

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. After having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes No

Felony Conviction

Have you served a sentence in jail or prison or been convicted of a felony for which a jail sentence could have been imposed? You may answer "No" if the conviction or criminal records have been annulled, sealed, set aside or purged or if you have been pardoned pursuant to the law. Yes No

In Connection with this application for employment, I authorize the employer and any agent acting on its behalf to conduct any inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institute relating to academic performance such as transcripts. More over, I hereby release the employer and any agency acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information above

Date

Signature (do not print)

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Course of Study

Year

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Year

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Year

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