

EMPLOYMENT APPLICATION

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Employment Application

My Company Inc.
my company address

FOR OFFICE USE ONLY	
Date Received	Application Number

Please complete all sections of this application clearly and legibly. If questions are not applicable, enter N/A.

Date of Application	
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Type of Position	
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Name			
	First	Middle Initial	Last
Street Address	City	State	Zip
Home Phone	Work Phone	Cell Phone	
Social Security Number		Date of Availability	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Availability Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/> Both <input type="checkbox"/>
Have you ever been employed by us? If yes, give date and position held and reason for leaving.			

EMPLOYMENT HISTORY

Starting with your current or most recent position, list all jobs that you have held. Add a supplemental sheet if necessary.

Employer & Address	Started	Ended
Salary	Position	Supervisor
Duties		
Reason for leaving.		

Where did you hear about us?

<input type="checkbox"/>	Employee (Please specify)
<input type="checkbox"/>	Friend
<input type="checkbox"/>	Newspaper / Magazine (Please specify)
<input type="checkbox"/>	Radio
<input type="checkbox"/>	TV
<input type="checkbox"/>	Internet
<input type="checkbox"/>	Educational Institution (Please specify)
<input type="checkbox"/>	Other (Please specify)

APPLICANT’S CONSENT

I have voluntarily completed this application and I am at least 18 years of age. I declare and affirm that the information I have provided is to the best of my knowledge correct and complete. I agree that any misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from employment.

I hereby authorize any individual, company, or institution with whom I have been associated with to furnish any information concerning my employment and hereby release the individual, company, or institution and all individuals connected therewith, from all liability for any damage whatsoever incurred in furnishing such information.

Applicant’s Signature

Date

Thank you for your interest in <ENTER YOUR COMPANY NAME>

Please return application to:
<ENTER YOUR COMPANY NAME>
Human Resources Department
<ENTER ADDRESS>

Interview Questions

General Interview Questions

Tell me about yourself?

What do you know about our company?

Why would you like to work for our company?

What can you do for our company that would set you apart from other candidates?

With regards to the available position, what do you find the most appealing and least appealing?

Why should we hire you for this position?

What are you presently looking for in a company and in a position?

Identifying Candidates Salary Expectations

How much salary are you looking to make?

What type of compensation package are you looking for?

How much do you think your services are worth?

How much did you make in your previous position?
