



# EMPLOYMENT APPLICATION

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ Hiring Manager: \_\_\_\_\_

## PERSONAL INFORMATION *(Please Print)*

Name \_\_\_\_\_  
Last First Initial

Present Address \_\_\_\_\_  
Street Apt. # City State Zip Code

How Long at present address? \_\_\_\_\_

Telephone Home (\_\_\_\_) \_\_\_\_\_ Telephone Work: (\_\_\_\_) \_\_\_\_\_

Previous Address \_\_\_\_\_  
Street Apt. # City State Zip Code

Are you currently authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

If hired, date you are available to start \_\_\_\_\_

## DESIRED EMPLOYMENT

Position/general work for which you are applying \_\_\_\_\_

How did you learn of this opening?

- Newspaper Ad    Referral    Online Ad    Other \_\_\_\_\_

What type of position are you applying for?

- Full Time    Part Time    Regular    Temporary

## GENERAL BACKGROUND

Describe any background experience, military service, education or training that you consider especially applicable to the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

List other special skills that are applicable to this position. \_\_\_\_\_

\_\_\_\_\_

**WORK HISTORY** (list most recent job first) If you have a resume, please feel free to reference it, but please be sure to provide all information requested in this section.

1. Name and address of Employer \_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Salary Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Name and address of Employer \_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Salary Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Name and address of Employer \_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Salary Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Other employment experience, including dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

Type	Name & Location	Graduated Yes / No	Diploma / Degree
High School			
College			
Other (e.g., graduate school, vocational, trade school, etc.)			

## OTHER INFORMATION

May we contact your present employer?  Yes  No

Have you previously been employed by our company?  Yes  No

If yes, where and when?

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Are you over 18 years of age?  Yes  No

*(if under 18 years of age, applicant will be required to submit a work certificate)*

Have you ever been convicted of a crime involving dishonesty, breach of trust or felony?  Yes  No

If yes, please explain and provide location and dates. (Note: A criminal conviction will not necessarily be a bar to employment. Relevant factors such as age at the time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. Any such matter should be fully explained below.)

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List two people (other than relatives) who would be willing to answer a business-related reference inquiry from our company on your behalf.

Name	Address	Telephone	Years Known	Occupation

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Talk of the Town is committed to the principles of equality in employment. It is contrary to our policy to discriminate against individuals because of race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status protected by law. We expect that all employees will be treated equally without regard to these characteristics. Consistent with this policy, Talk of the Town strives to ensure that:

- Applicants are recruited, hired and trained for all jobs without regard to race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status prohibited by law.
- Transfer, promotions and lay-off decisions are made without regard to race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status prohibited by law.
- Other personnel policies and practices including compensation, benefits, discipline and company-sponsored programs and activities are administered without regard to race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status prohibited by law.
- All employees are treated by others in the workplace with dignity and respect.

## **PRE-EMPLOYMENT STATEMENT** (please read and sign the statement below)

I understand that if I am employed, any misrepresentation or omission of material facts on this application is sufficient cause for immediate dismissal. Talk of the Town, in considering my application, may obtain additional information relating to my background. By signing below, I authorize all persons, schools, companies, corporations, law enforcement agencies and credit bureaus to supply information concerning my background.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Talk of the Town and myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Talk of the Town unless made in writing by the President of Talk of the Town.

If employed, during my first 90 days of employment, I understand that I will be considered an introductory employee. During this period, Talk of the Town will have the opportunity to evaluate my ability to perform my job duties, attendance, suitability and potential for success. Talk of the Town retains the right to release me from employment at any time and for any reason. I also understand that Talk of the Town is an “at will” employer, which means the company retains the right to release me from employment at any time and for any reason.

If requested by Talk of the Town, upon my employment, I agree to submit a Fidelity Bond or Credit Bureau application if related to the functions or duties of my position. I also agree to provide requested information related to Talk of the Town conducting a background check once I accept an offer of employment. I hereby state I believe myself to be bondable (an agreement pledging a guarantee against work-related financial losses) and recognize that bonding may be a condition of employment.

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Date of Application

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Signature (as shown on Social Security Card)