

KENYON DESIGN GROUP

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

		DATE	SOCIAL SECURITY NUMBER	
NAME				
LAST		FIRST		MIDDLE
PRESENT ADDRESS				
STREET		CITY	STATE	ZIP CODE
PERMANENT ADDRESS				
STREET		CITY	STATE	ZIP CODE
PHONE NUMBER ()				
IF RELATED TO ANYONE IN OUR EMPLOY			REFERRED BY	
STATE NAME AND DEPARTMENT (OMIT NAME OF SPOUSE)			BY	
DO YOU HAVE ACCESS TO A CAR ON A DAILY BASIS?				

LAST

FIRST

MIDDLE

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

EDUCATION

	NAME AND LOCATION OF SCHOOL	GRADUATED?		MAJOR SUBJECTS	AVERAGE GRADES
		YES	NO		
GRAMMAR SCHOOL					
HIGH SCHOOL					
COLLEGE					
TRADE BUSINESS OR CORRESPONDENCE SCHOOL					

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

ACTIVITIES: CIVIC, ATHLETIC, ETC.

(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, BEGINNING WITH PRESENT OR MOST RECENT.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

**IN CASE OF
EMERGENCY NOTIFY**

NAME

ADDRESS

PHONE NUMBER

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED

FOR DEPT.

POSITION

WILL REPORT

SALARY
WAGES

APPROVED: