

Application for Employment

PERSONAL INFORMATION		Date	
Name			
Last		First	Middle
Present Address			
Street		City	Postal Code
Permanent Address			
Street		City	Postal Code
Phone Number			
Are you related to anyone presently employed at Cosmopolitan Industries Ltd. <input type="checkbox"/> Yes <input type="checkbox"/> No			
What Department is this person in?			
Referred By			

EMPLOYMENT DESIRED			
Position		Date You Can Start	Salary Desired
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No		If So, May We Inquire of Your Present Employer <input type="checkbox"/> Yes <input type="checkbox"/> No	Name Phone Number
Have You Ever Applied to this Company Before <input type="checkbox"/> Yes <input type="checkbox"/> No		Where	When

EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
High School				
College				
Trade or Business School				
Correspondence School				

Are you fluent in any other form of communication or a language other than English?
Activities and Organizations (Civic, Athletic, etc.)
<i>Exclude Organizations the name or character of which indicates the Race, Creed, Colour or National Origin of its Members.</i>

Employment History

List Below Last Four Employers, Starting With Last One First

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. *Do not use references of a religious or ethnic nature.*

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

Physical Record

Do You Have Any Handicap or Health Condition Which May Affect Your Ability To Do The Job Applied For?

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.

Date _____ Signature _____

For Office Use Only

Interviewed by _____ Date _____

Remarks _____

Hired For Dept _____ Position _____

Start Date _____ Salary/Wages _____

Approved:

Manager

Senior Manager

Executive Director