

# Annalee's, LLC Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

TODAY'S DATE: \_\_\_\_\_

## ***PERSONAL INFORMATION***

Applicant's Full Legal Name (First, Middle, Last)

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone \_\_\_\_\_ (H) \_\_\_\_\_ (C)

E-mail Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

## ***JOB PREFERENCE***

Position applying for

\_\_\_\_\_ (Manager) \_\_\_\_\_ (Sales Consultant) \_\_\_\_\_ (Bridal Consultant)

Salary desired \_\_\_\_\_ per hour / per week / per month / per year

Days/hours available to work

No Pref \_\_\_\_\_ Thur \_\_\_\_\_

Mon \_\_\_\_\_ Fri \_\_\_\_\_

Tue \_\_\_\_\_ Sat \_\_\_\_\_

Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Can you work nights? \_\_\_\_\_

Employment desired

\_\_\_ FULL-TIME ONLY    \_\_\_ PART-TIME ONLY    \_\_\_ FULL- OR PART-TIME

When available for work? \_\_\_\_\_

## ***EDUCATION***

HIGH SCHOOL \_\_\_\_\_

LOCATION \_\_\_\_\_

GRADE \_\_\_\_\_

COLLEGE \_\_\_\_\_

LOCATION \_\_\_\_\_

YEAR \_\_\_\_\_ MAJOR \_\_\_\_\_

TRADE/PROFESSIONAL SCHOOL \_\_\_\_\_

LOCATION \_\_\_\_\_

YEAR \_\_\_\_\_ VOCATION \_\_\_\_\_

***QUESTIONS***

Have you ever been convicted of a crime? \_\_ No \_\_ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

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

Do you have a driver's license? \_\_ Yes \_\_ No

What is your means of transportation to work? \_\_\_\_\_

***REFERENCE***

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Position \_\_\_\_\_ Telephone \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_ Telephone \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

\_\_\_\_\_

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**WORK EXPERIENCE**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name.

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Employment dates \_\_\_\_\_ Pay or salary \_\_\_\_\_

Phone number \_\_\_\_\_ Your Job Title \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer?  Yes  No

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Employment dates \_\_\_\_\_ Pay or salary \_\_\_\_\_

Phone number \_\_\_\_\_ Your Job Title \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer?  Yes  No

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Employment dates \_\_\_\_\_ Pay or salary \_\_\_\_\_

Phone number \_\_\_\_\_ Your Job Title \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

\_\_\_\_\_

May we contact your present employer? \_\_ Yes \_\_ No

***CERTIFICATION***

Did you complete this application yourself \_\_ Yes \_\_ No

If not, who did and why? \_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ (if under 18)

Applicant's Signature \_\_\_\_\_

***FOR OFFICE USE ONLY***

VERIFIED SOCIAL SECURITY NUMBER \_\_\_\_\_

START DATE \_\_\_\_\_

START SALARY \_\_\_\_\_

SCHEDULE \_\_\_\_\_

TERMINATION DATE \_\_\_\_\_