

ElyJenn of NE Tennessee, LLC

APPLICATION FOR EMPLOYMENT

Pre-employment questionnaire – An Equal Opportunity Employer

PERSONAL INFORMATION

Name (Last Name First)

Social Security Number

Present Address

Apt No.

City

State

Zip

Permanent Address

Apt No.

City

State

Zip

Are you 18 years or older?

Phone

Cell

Yes ☐

No ☐

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DESIRED EMPLOYMENT

Position

Date you can start

Desired Salary

Are you employed now?

If so may we inquire of your present employer?

Yes ☐

No ☐

Yes ☐

No ☐

Ever applied to this company before?

Where?

When?

Yes ☐

No ☐

Ever worked for this company before?

Where?

When?

Yes ☐

No ☐

Reason for Leaving

Name of Last Supervisor at this company

Who referred you to this company?

Employment Agency ☐

Newspaper Ad ☐

Friend ☐

State Employment Office ☐

College Placement Service ☐

Walk in ☐

Other ☐

EDUCATION

School Level	Name and location of school	# Years attended	Subject Studied	
High School				
College				
Trade, Business, Or Correspondence School				

GENERAL

Subjects of special study or research work

Special training

Special Skills

EMPLOYMENT HISTORY

List all employment for past ten years, whether or not it seems relevant to the position for which you are applying (attach paper if necessary). Please complete even if you have submitted a resume. Begin with most recent employer.

Company Name

Address

Start Date:

End Date:

Job Title:

Ending Salary \$

Supervisor's Name:

Reason for leaving:

Major Responsibilities

Company Name

Address

Start Date:

End Date:

Job Title:

Ending Salary \$

Supervisor's Name:

Reason for leaving:

Major Responsibilities:

Company Name

Address

Start Date:

End Date:

Job Title:

Ending Salary \$

Supervisor's Name :

Reason for leaving:

Major Responsibilities

Company Name

Address

Start Date:

End Date:

Job Title:

Ending Salary\$

Supervisor's Name:

Reason for leaving:

Major Responsibilities:

Below, give the names of three people you are not related to, whom you have known for at least one year.			
NAME	BUSINESS/ADDRESS	PHONE	# YEARS KNOWN
1			
2			
3			

Computer Software used:

Windows _____ Word _____ PowerPoint _____ Excel _____ Lotus _____

SERVICE RECORD	
Branch of Service	Discharge Date and Rank

Have you been convicted of a felony within the last 10 years?

YES [] NO []

If yes, please explain (will not necessarily exclude you from consideration):

In filling out this application, I understand that if I am offered and accept employment with ElyJenn, that I will be employed at the will of the Company for an indefinite period. Accordingly, I understand that I may resign from the Company at any time, for any reason, and may be terminated by the Company at any time, for any reason.

I understand that any employment or offer of employment arising out of this Employment Application will be subject to satisfactory verification of all job qualifications which may include academic credentials, licenses, professional designations, and employment history. I authorize ElyJenn to contact any of my schools or former employers. I authorize any former employer(s) and school(s) and their agents to provide such information and agree to hold them harmless from all liability arising out of providing such information.

I further understand that employment may be contingent upon a pre-employment drug or alcohol screen. In addition, a criminal background investigation may be conducted.

I hereby certify that the information contained in this Employment Application and on my resume, if applicable, is true and accurate. I understand that if I become employed, any misrepresentation and/or omission of any facts on this Employment Application and/or resume is sufficient cause for summary dismissal when it is discovered.

Signature of Applicant _____ Date _____

This Application is the Property of ElyJenn of NE Tennessee, LLC