



# Employment Application

<b>Personal</b>	Last Name	First	Middle Initial	Date
	Address	City	State/Zip	Date available to start
	Phone Number	Email Address	Social Security #	
	Are you legally able to work in the United States?			Desired Salary
	Computer knowledge and/or special skills			

<b>Education</b>	School	Course of Study	Years Attended	Did You Graduate?
	Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No
	College			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Business/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No
	High School			<input type="checkbox"/> Yes <input type="checkbox"/> No

## Employment History

1. Company	Phone Number (   )	2. Company	Phone Number (   )
Address	Employment Dates From      To	Address	Employment Dates From      To
Job Title	Salary/hour Starting      Ending	Job Title	Salary/hour Starting      Ending
Responsibilities	Supervisor's Name & Number	Responsibilities	Supervisor's Name & Number
Reason for Leaving	May we contact supervisor?	Reason for Leaving	May we contact supervisor?

  

3. Company	Phone Number (   )	4. Company	Phone Number (   )
Address	Employment Dates From      To	Address	Employment Dates From      To
Job Title	Salary/hour Starting      Ending	Job Title	Salary/hour Starting      Ending
Responsibilities	Supervisor's Name & Number	Responsibilities	Supervisor's Name & Number
Reason for Leaving	May we contact supervisor?	Reason for Leaving	May we contact supervisor?

References	Name	Telephone
	1.	(    )
	2.	(    )
	3.	(    )
	4.	(    )
5.	(    )	

The information provided in this employment application is true, correct and complete to the best of my knowledge. If you employ me, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.

Signature

Date

Notes from Interview and availability




## Work Availability

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date you can start: \_\_\_\_\_

Ideal hours per week: \_\_\_\_\_

Position Preference: \_\_\_\_\_ Swim Teacher \_\_\_\_\_ Camp Counselor \_\_\_\_\_ Deck Assistant  
\_\_\_\_\_ Office Assistant \_\_\_\_\_ Other: \_\_\_\_\_

Any planned vacations during the next 3 months? \_\_\_\_\_ If yes, please list dates below.

\_\_\_\_\_

We are busiest in the evenings and weekends. You must be able to work in the evenings and one weekend day. Please note that the more flexible you are, the more likely you are to get hours. All requests will be taken into consideration, but we cannot guarantee you will receive all the hours for which you asked.

	Please write the hours you are <b>available</b> to work each day.
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_