



# Employment Application

414 W Soledad Ave, Suite 501G, Hagatna, GU 96910

Home Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_  
 Temp/Regular \_\_\_\_\_

Name: Last First MI  
 Address: Street/P.O. Box City/Village State Zip Code

## EMPLOYMENT HISTORY (Start with most recent job)

From	To	Name of Firm	Type of Business	Supervisor Name	Reason For Leaving	Position Held & Responsibilities
		Firm	Type of Business	Name		
		Address	Start/End Salary	Phone		
		Firm	Type of Business	Name		
		Address	Start/End Salary	Phone		
		Firm	Type of Business	Name		
		Address	Start/End Salary	Phone		
		Firm	Type of Business	Name		
		Address	Start/End Salary	Phone		

## EDUCATION

High School Address Diploma / GED  
 College/University Address Degree  
 College/University Address Degree  
 Other Schooling/Training

## PERSONAL INFO

Have you ever been discharged or asked to resign from any position for misconduct or unsatisfactory performance. If yes, please explain.  
 Emergency Contact:

Notes:



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## PERSONAL INFO (Continued)

Are you legally eligible for employment in the U.S.? \_\_\_\_\_

Are you able to meet the attendance requirement of the position? \_\_\_\_\_

Will you work overtime? \_\_\_\_\_

What date are you available to work? \_\_\_\_\_

What hours are you available to work? \_\_\_\_\_

1. I understand that the position I am being considered for is a temporary position and not permanent employment.

2. I understand and agree that all policies, procedures, and the Employee Handbook may be modified, amended, or deleted by the Company with or without notice to me of such amendment, modification or deletion, that the policies and procedures are not intended to be a contract of employment nor do they give me any right of continued employment; and that my employment may be terminated at my option or at the option of this Company with or without notice by either party. I also understand that there are no other arrangements, agreements, or understanding regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing.

## SKILLS

Computer Skills				Other Skills	
	Basic	Int	Adv	Check Mark Applicable	
Word				Phone System	
Excel				Data Entry	
Powerpoint				Word Processing	
Quickbooks				Filing	
Peachtree				Bookkeeping	
Quicken				A/R, A/P, Payroll	
Photoshop				Skilled (Elec, Carp, Plum)	
Illustrator				General Labor	
Other				Other	

3. I certify that all information given on this employment application, any resume that I submit to the Company, and any related employment papers and answers given during oral interviews are true and correct. I understand that this Company may make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by this Company during the course of such an investigation. I understand that if any information I have submitted is discovered to be false, I may be disqualified for employment and, if already employed, I may be subject to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation.

4. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me.

I certify that I have read, fully understand and accept all terms of the foregoing statement.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL REFERENCES

Name	Company
Relationship	Phone Email
Name	Company
Relationship	Phone Email
Name	Company
Relationship	Phone Email

Notes: