



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City: _____ State: _____ Zip Code: _____ Email: _____

Phone: _____ Phone: _____

Position Applied for: **Customer Service/Sales Representative**

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Do you have a valid Driver's License? YES NO

Have you ever been convicted of a crime? YES NO (Conviction of a crime does not eliminate your eligibility to be considered for this position)

If yes, explain: _____

Education

High School: _____ City: _____

Diploma ? YES NO Date of Graduation/Completion: _____

GED or equivalent: _____ City: _____

Diploma ? YES NO Date of Graduation/Completion: _____

College: _____ City: _____

Diploma ? YES NO Date of Graduation/Completion: _____ Number of years completed? _____

Other Trade or education: _____ City: _____

Diploma ? YES NO Date of Graduation/Completion: _____ Number of years completed? _____

Other Trade or education: _____ City: _____

Diploma ? YES NO Date of Graduation/Completion: _____ Number of years completed? _____

References

Please list three professional references other than employment references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
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Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Employment (List current then in order of most recent)

Company: _____ Phone: _____
Address: _____ Supervisor: _____

From (mo/yr): _____ To (mo/yr): _____ Reason for leaving? _____

Title or Responsibilities: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

From (mo/yr): _____ To (mo/yr): _____ Reason for leaving? _____

Title or Responsibilities: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

From (mo/yr): _____ To (mo/yr): _____ Reason for leaving? _____

Title or Responsibilities: _____

May we contact your previous supervisor for a reference? YES NO

Work Experience

Microsoft Word ?(if yes, examples) YES NO
 Explain/Additional Info. _____

Microsoft Excel? (if yes, examples) YES NO
 Explain/Additional Info. _____

Other Microsoft Office Suit? (explain) YES NO
 Explain/Additional Info. _____

Sales/Rental? (if yes, explain) YES NO
 Explain/Additional Info. _____

Customer Service? (if yes, explain) YES NO
 Explain/Additional Info. _____

Other? YES NO
 Explain/Additional Info. _____

Are you willing to work overtime or weekends? YES NO
 Explain/Additional Info. _____

Please list anything else you would like to add or for us to take into consideration:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Please submit this application, with resume's and attachments, or direct any questions to Jimmy Glascock:
Americanportastor2@gmail.com
Phone (575) 218-5415
PO Box 1110
5146 North Prince
Clovis, NM 88101