

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

DATE: _____

PLEASE PRINT (Type or use ink)

Name: _____ Social Security No. _____
(LAST) (FIRST) (MIDDLE)

Current Address: _____ Telephone: _____
(STREET) (CITY) (STATE) (ZIP)

Previous Address if Less Than 5 Years At Current Address

_____ From _____ To _____
(STREET) (CITY) (STATE) (ZIP)

WORK EXPERIENCE

PRESENT OR MOST RECENT EMPLOYMENT (Cover Past 5 Years)

Company Name: _____ Address: _____
(STREET) (CITY) (STATE) (ZIP)

Name/Title of Supervisor: _____ Telephone No. _____

Employed From: _____ to _____ Job Title: _____
Mo/Yr Mo/Yr

Duties Performed: _____

Starting Salary: _____ Final Salary: _____ Reason for Leaving: _____

PREVIOUS EMPLOYMENT

Company Name: _____ Address: _____
(STREET) (CITY) (STATE) (ZIP)

Name/Title of Supervisor: _____ Telephone No. _____

Employed From: _____ to _____ Job Title: _____
Mo/Yr Mo/Yr

Duties Performed: _____

Starting Salary: _____ Final Salary: _____ Reason for Leaving: _____

PREVIOUS EMPLOYMENT

Company Name: _____ Address: _____
(STREET) (CITY) (STATE) (ZIP)

Name/Title of Supervisor: _____ Telephone No. _____

Employed From: _____ to _____ Job Title: _____
Mo/Yr Mo/Yr

Duties Performed: _____

Starting Salary: _____ Final Salary: _____ Reason for Leaving: _____

OVER

EDUCATION:

	Name	City/State	Dates Attended		Type of Degree/ Diploma/ Or GED	Major
High School:	_____	_____	Mo/Yr /	Mo/Yr	(Diploma/BA/BS/MBA)	_____
College:	_____	_____	Mo/Yr /	Mo/Yr	(Diploma/BA/BS/MBA)	_____
Trade School:	_____	_____	Mo/Yr /	Mo/Yr	(Diploma/BA/BS/MBA)	_____
Technical:	_____	_____	Mo/Yr /	Mo/Yr	(Diploma/BA/BS/MBA)	_____

Commercial courses completed (include skills, typing, bindery, computer, postal, machinery, etc.): _____

GENERAL: Additional skills or experience (other than previously listed): _____

Have you ever been convicted, plead guilty or no contest to a criminal offense, either felony or misdemeanor? Yes ___ No ___

Is so, what crime? _____ When, where and what was the disposition? _____

How did you happen to hear of Proven Direct: Newspaper ___ Friend ___ Employee ___ Other _____

Are you available to work: Full-time _____ Part-time _____ If Part-time, indicate hours: _____

What position are you applying for? _____ Starting Salary Desired? _____

REFERENCES: (please list three references not related to yourself, preferably friends, former co-workers, supervisors, etc.)

NAME	ADDRESS	PHONE	RELATIONSHIP

NOTICE: In compliance with the **FAIR CREDIT REPORTING ACT**, I have been advised that an investigative consumer report may be ordered to check credit records, bankruptcies, suits and judgments, and criminal records (involving convictions only). I have the right to request a complete accurate disclosure of the nature and scope of the investigation. I acknowledge receipt of a copy of this stated notice.

If requested for employment, I agree to submit myself for examination by a physician or physicians of the Company's selection as often as may be requested.

In consideration of my employment, I agree to the rules and regulations of **Proven Direct** and my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either the Company or myself.

I certify that the information contained in this application is correct to the best of my knowledge and understand that deliberate falsification of this information is grounds for dismissal in accordance with the **Proven Direct** policy. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.

I have read and fully understand all information in the above Notice Section.

(Applicant's Signature)

FOR OFFICE USE

Employment Date: _____ Interviewed by: _____

Position Hired For: _____ Shift: 1st _____ 2nd _____

Wages: Hourly _____ Salary _____ Interviewer's Name: _____

References Verified By: _____ Date References Checked: _____

Approved By: _____

Comments:
