XYZ Construction

Employment Application

		F	Applicant I	nforma	ation			
Full Name:	Espinoza		Casey				Date: June 15, 2021	
	Last		First			M.I.		
Address:	10 Green Acres							
Addicss.	Street Address						Apartment/Unit #	
	Cura un Cita					Nov. Jose	FC700	
	Green City City					New Jers State	sey 56789 ZIP Code	
	City					State	ZII Gode	
Phone:	222-222-1234		I	Email <u>: c</u>	asey@	email.com		
Date Availal	ole: June 15, 2021	Social Sec	urity No.: 12	3-45-678	89	Desired	Salary: \$15.00/hr.	
Position App	Position Applied for: Accounting Assistant							
			ES NO				YES NO	
Are you a ci	tizen of the United State			If no, a	re you	authorized to wo	rk in the U.S.?	
			ES NO					
Have you ev	ver worked for this comp	any? [If yes, v	when?_			
Have you ev	ver been convicted of a		ES NO □ ⊠					
If yes, expla	in:							
	_		Educ	ation				
	_							
High School	Green City High So	chool	Address:	12 High	1 Schoo	ol Drive, Green	City, NJ 56789	
From: Au	ıg. 2017 To: June 20	121 Did vo	ou graduate?	YES	NO	Diploma: High	School Graduate- CTE	
110111. <u>At</u>	19. 2017 10. Julie 20	<u>Dia ye</u>	u graduate:			Dipioma. mgm	School Graduate- CTE	
College: G	reen City Community	College	Address:	34 Coll	ege Dr	ive, Green City,	NJ 56789	
From: <u>Ju</u>	ne 2021 To: present	Did yo	ou graduate?	YES	NO ⊠		ected June 2023, ociate in Accounting	
Other:			Address:					
Otrici								
From:	To:	Did yo	u graduate?	YES	NO	Degree:		
			Refere	ences				
Please list	three professional refer	rences.						
Full Name:	Pam Smith					Relations	hip: Accounting Teacher	
Company:	Green City High Scho	ol					one: 222-222-6789	
Address:	(email) psmith@email							
	, is a second							

Full Name:	Dr. John Smith					Relationship: Veterinarian	
Company:	Green City Veterinary C	linic				Phone: 222-222-3456	
Address:	(email) jsmith@email.or	g					
Full Name:	Greg Gomez					Relationship: Accountant	
Company:	ABC Accounting					Phone: 222-222-1234	
Address:	(email) ggomez@email.	com					
		Prev	rious En	nployme	ent		
Company:	ABC Accounting					Phone: 222-222-5678	
Address:	5 Green Way, Green City	y, NJ 56789				Supervisor:	
Job Title:	Office Assistant	S	tarting Sa	lary: \$10. 0	00/hr.	Ending Salary: \$12.50/hr .	
Assisted the office manager as needed: making copies, filing paperwork, answering phones, scheduling appointments.							
From:	January 2019 To: pr	esent		Reason fo	or Leaving	: Seeking full-time work	
May we cor	ntact your previous supervis	sor for a refer	ence?	YES	NO		
Company:	Green City Veterinarian	Clinic				Phone: 222-222-3456	
Address:	10 Veterinarian Street					Supervisor: Dr. John Smith	
Job Title:	Office Assistant	S	tarting Sa	lary: <u>\$10.</u>	00/hr.	Ending Salary: \$11.00/hr.	
Responsibil	Assisted at the front desk by greeting patients and pets, answering phones, scheduling Responsibilities: appointments, filing charts and paperwork.						
						. Cooking full times were	
From:	January 2020 To: pr	esent				: Seeking full-time work	
May we cor	tact your previous supervis	sor for a refer	ence?	YES ⊠	NO		
Company:						_ Phone:	
Address:						Supervisor:	
Job Title:		S	tarting Sa	lary: <u>\$</u>		Ending Salary: <u>\$</u>	
Responsibil	ities:						
From:						:	
YES NO							
May we contact your previous supervisor for a reference?							
			2				

		Military Service
Branch: N/A		From: To:
Rank at Discharge:		Type of Discharge:
If other than honorable, explain:		
	Dis	sclaimer and Signature
I certify that my answers are true	and comple	te to the best of my knowledge.
If this application leads to employ interview may result in my release		erstand that false or misleading information in my application or
Signature: Casey Espinoza		Date: June 15 , 2021