CommonGrace

Employment Application

Applicant Information

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

Address: _____
       Street Address   *Apartment/Unit #*

_____
       City   *State*   *ZIP Code*

Phone: _____   Email _____

Date Available: _____   Social Security No.:_____   Desired Salary:$_____

Position Applied for: **DISTRICT COORDINATOR**   District: Honolulu   Windward

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

Have you ever worked for this company?   YES ☐   NO ☐   If yes, when?_____

Have you ever been convicted of a felony?   YES ☐   NO ☐

If yes, explain: _____

Education

High School: _____   Address:_____

Did you graduate?   YES ☐   NO ☐   Diploma:_____

College: _____   Address:_____

Did you graduate?   YES ☐   NO ☐   Degree:_____

Other: _____   Address: _____

Did you graduate?   YES ☐   NO ☐   Degree:

_____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title:

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

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: _____