

Platinum Designs, LLC

Application for Employment

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Please complete application in its entirety even if a resume has been provided.

Position Sought: _____

How did you learn about the position? _____

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

HomePhone _____ Cell Phone _____ Other Phone _____

Email Address: _____ Social Security Number: _____

On what date would you be available for work? _____

Desired Wage/Salary \$ _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction?

Yes No

Have you ever been convicted of a felony? Yes No

If yes, please describe circumstances:

Have you ever been involuntarily terminated or asked to resign from any position of employment?

Yes No

If yes, please describe circumstances:

If selected for employment, are you willing to submit to a pre-employment drug screening test?

Yes No

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: _____

List other information pertinent to the employment you are seeking: _____

EMPLOYMENT HISTORY

***IMPORTANT - Please provide your 3 -4 most recent employment positions. If one of the 3-4 employment positions provided was “self-employed”, please provide on the attachment two client references. The final reference here (#5) can be a client, co-worker or a supervisor of a volunteer organization you were active in. No family members please. Please print clearly.**

(Most Recent First.)

1. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Supervisor _____ Phone _____ Email _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

2. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Supervisor _____ Phone _____ Email _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

3. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Supervisor _____ Phone _____ Email _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

4. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Supervisor _____ Phone _____ Email _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

5. Name _____ Organization _____
 Relationship (no family members) _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Email _____ Other _____
 Duties Performed _____
 Reason for Leaving _____

Additional Comments:

ACKNOWLEDGMENT AND AUTHORIZATION

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Platinum Designs, LLC, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant signature

Date

Print Name

Client References (continuation of Employment History)

Please provide two client references that we may contact if one of your last 3-4 employers was “self employed”.

1. Client Name _____ Dates employed _____

Project type _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Work Performed _____

2. Client Name _____ Dates employed _____

Project type _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Work Performed _____
