

## GENERAL EMPLOYMENT APPLICATION

### PERSONAL INFORMATION

NAME John Smith		DATE OF BIRTH mm/dd/yyyy	SOCIAL SECURITY NUMBER <Social Security Number>
ADDRESS (number, street, building) 8213 Lakeview Drive			
CITY Schenectady	STATE New York		ZIP CODE 12302
PHONE 1 <Phone Number>	PHONE 2 <Phone Number>	EMAIL ADDRESS johnsmith@domain.com	

Have you ever been convicted of a crime other than a minor traffic incident? ☐ Yes ☒ No

If Yes, please explain:

Not applicable

### DESIRED EMPLOYMENT

EMPLOYMENT TYPE <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	POSITION APPLYING FOR Graphic Designer	DESIRED SALARY \$800/month	DATE YOU CAN START mm/dd/yyyy
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### EDUCATION (starting from the latest)

School	Location	Date Graduated	Attainment
<School>	<Location>	mm/dd/yyyy	<Attainment>

### WORK EXPERIENCE

Company Name	Period		Position	Reason for Leaving
<Company Name>	<YYYY>	<YYYY>	<Position>	<Reason for Leaving>

May we contact your present employer? ☒ Yes ☐ No If No, why? \_\_\_\_\_

IF Yes, name of Supervisor: Kelly Carter Contact Number: <Telephone No.>

### MAJOR SKILLS

- MS Office      - AUTOCAD      - Adobe Illustrator      - Adobe Photoshop      - Rendering Pro

*I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous may be ground for dismissal.*

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_