

## Application for Employment

Date: \_\_\_\_\_

### Personal Information

Name (Last Name First) \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Referred By: \_\_\_\_\_

If not referred, How did you hear about Occasions Divine? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Employment Desired

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Salary Desired? \_\_\_\_\_

Are you employed currently? \_\_\_\_\_

If so, may we inquire of your present employer? \_\_\_\_\_

Are you legally authorized to work in the U.S.? \_\_\_\_\_

Have you ever applied to Occasions Divine before? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

Have you ever worked Occasions Divine before? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

## Education History

High School Attended \_\_\_\_\_

Location \_\_\_\_\_ Years Attended \_\_\_\_\_

Did You Graduate? \_\_\_\_\_ Subjects Studied \_\_\_\_\_

College Attended \_\_\_\_\_

Location \_\_\_\_\_ Years Attended \_\_\_\_\_

Did You Graduate? \_\_\_\_\_ Subjects Studied \_\_\_\_\_

Trade, Business or Correspondence

School Attended \_\_\_\_\_

Location \_\_\_\_\_ Years Attended \_\_\_\_\_

Did You Graduate? \_\_\_\_\_ Subjects Studied \_\_\_\_\_

## General Information

Subject of Special Study/Research Work \_\_\_\_\_

\_\_\_\_\_

Special Training, Certifications, Licenses \_\_\_\_\_

\_\_\_\_\_

Special Skills and Abilities \_\_\_\_\_

\_\_\_\_\_

## Former Employers

**Name of Present or Last Employer** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_

Starting Weekly Salary \_\_\_\_\_ Final Weekly Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ May we contact? \_\_\_\_\_

Description of Work\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving\_\_\_\_\_

**Name of Former Employer**\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_

Starting Date\_\_\_\_\_ Leaving Date\_\_\_\_\_

Starting Weekly Salary\_\_\_\_\_ Final Weekly Salary\_\_\_\_\_

Name of Supervisor\_\_\_\_\_ Title\_\_\_\_\_

Phone Number\_\_\_\_\_ May we contact?\_\_\_\_\_

Description of Work\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving\_\_\_\_\_

**Name of Former Employer**\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_

Starting Date\_\_\_\_\_ Leaving Date\_\_\_\_\_

Starting Weekly Salary\_\_\_\_\_ Final Weekly Salary\_\_\_\_\_

Name of Supervisor\_\_\_\_\_ Title\_\_\_\_\_

Phone Number\_\_\_\_\_ May we contact?\_\_\_\_\_

Description of Work\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving\_\_\_\_\_

## References

(List professional references we can contact)

Name \_\_\_\_\_

Business \_\_\_\_\_ Location \_\_\_\_\_

Phone Number \_\_\_\_\_

How do you know this reference? \_\_\_\_\_

Name \_\_\_\_\_

Business \_\_\_\_\_ Location \_\_\_\_\_

Phone Number \_\_\_\_\_

How do you know this reference? \_\_\_\_\_

Name \_\_\_\_\_

Business \_\_\_\_\_ Location \_\_\_\_\_

Phone Number \_\_\_\_\_

How do you know this reference? \_\_\_\_\_

Please return completed application with optional resume to:

**Charlotte File**  
**Director of Events at Occasions Divine**  
***charlotterfile@gmail.com***