GENERAL EMPLOYEMENT APPLICATION

PERSONAL INFORMATION

NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER
John Smith	mm/dd/yyyy	<Social Security Number>

ADDRESS (number, street, building)
8213 Lakeview Drive

CITY	STATE	ZIP CODE
Schenectady	New York	12302

PHONE 1	PHONE 2	EMAIL ADDRESS
<Phone Number>	<Phone Number>	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	POSITION APPLYING FOR	DESIRED SALARY	DATE YOU CAN START
☑ Full Time ☐ Part Time	Graphic Designer	$800/month	mm/dd/yyyy

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 _____