

EMERSON PLACE, INC.

P.O. Box 972
Portsmouth, Va. 23704
(757) 956-5255 Fax :(757) 673-4901
emersonsplaceinc@yahoo.com

**APPLICATION
FOR
EMPLOYMENT**

Emerson Place, inc. is an equal opportunity employer

PERSONAL INFORMATION

Name (Last, First, Middle): _____ Date: _____

Social Security Number: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Can you prove your U.S. Citizenship? Circle one: Yes No

If not a U.S. Citizen, give Visa No. and Expiration Date: _____

Position You Are Applying For _____

Title: _____ Salary Requirement: _____

Referred by: _____ Date You Can Start: _____

How Did You Hear About Us: _____

EDUCATION RECORD

High School (Name, City, State): _____

Graduation Date: _____

Business or Technical School (Name, City, State): _____

Dates Attended: _____ Degree Earned: _____

Undergraduate College (Name, City, State): _____

Dates Attended: _____ Degree, Major: _____

Graduate School (Name, City, State): _____

Dates Attended: _____ Degree, Subject: _____

WORK HISTORY (GIVE INFORMATION ABOUT YOUR LAST 3 JOBS, STARTING WITH THE MOST RECENT)

1-Employer _____ Dates Employed: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ending Salary: _____
Title/Duties: _____
Manager's Name and Title: _____
Reason for Leaving: _____

2-Employer _____ Dates Employed: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ending Salary: _____
Title/Duties: _____
Manager's Name and Title: _____
Reason for Leaving: _____

3-Employer _____ Dates Employed: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ending Salary: _____
Title/Duties: _____
Manager's Name and Title: _____
Reason for Leaving: _____

PERSONAL REFERENCES (IF APPLYING FOR YOUR FIRST JOB, YOU MAY USE ACADEMIC REFERENCES)

1-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

2-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

3-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

Check which shift you will accept:

Day____Evening____Night____Weekends____

Have you ever been convicted for any violation(s) of law, including moving traffic violations Yes____ No____

Charge:_____

Date of Charge:_____ Date of conviction:_____

PLEASE READ AND SIGN

Certification: I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery may cause forfeiture on my part of any employment at Emerson Place Inc. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application.

Signature:

Date:
