

The CMC Dance Shoppe

Employment Application

EMPLOYEE INFORMATION

Name _____

Telephone (____) _____ Last _____ First _____ Middle Initial _____
 Email _____

Address _____
 Street _____ City, State _____ Zip _____

Age (if under 21) _____ I am legally eligible for employment in the U.S. Yes No

Work the following shifts (check all that apply)
 Any Day Night Weekend Other _____

I will be able to report to work _____ days after being notified I am hired.

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here. No more than 10 years of history recommended.

Employer name and address	Position title/duties, skills	Start Date	End Date
	Reason for Leaving		
	Supervisor	Phone #	
Employer name and address	Position title/duties, skills	Start Date	End Date
	Reason for Leaving		
	Supervisor	Phone #	
Employer name and address	Position title/duties, skills	Start Date	End Date
	Reason for Leaving		
	Supervisor	Phone #	

EDUCATION

	Institution Name	Years Completed or In Progress	Graduate or Degree
High School			
College/University			
Other			

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered

Types of computers and software you have experience working with

Additional skills, including supervision skills, other languages or information you wish to bring to the employer's attention

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Phone #	Occupation	Years Known
Name	Address	Phone #	Occupation	Years Known

CONTACT

In case of accident or illness, please contact

Name	Daytime Phone #	Relationship
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INFORMATION TO THE APPLICANT

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Check this box if additional paperwork has been attached for the employer (i.e. additional employment history, resume, or other optional documentation).