



ACADEMIC PARTNERS UNLIMITED

EMPLOYEE REGISTRATION FORM

PLEASE COMPLETE ALL SECTIONS OF THE REGISTRATION FORM AS THE INFORMATION PROVIDED ON THIS FORM WILL BE USED AS PART OF THE SELECTION PROCESS. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT.

PLEASE PRINT CLEARLY USING CAPITAL LETTERS. USE ONLY BLUE OR BLACK INK.

FIRST NAME

MIDDLE NAME

LAST NAME

DATE OF BIRTH

GENDER

MALE

FEMALE

ADDRESS

CITY

ZIP

COUNTRY

HOME PHONE

MOBILE PHONE

E-MAIL

HOW OFTEN DO YOU CHECK IT:

EMERGENCY CONTACT NAME AND PHONE NUMBER (FAMILY MEMBERS PLEASE)

ARE YOU AVAILABLE TO WORK:

REGULAR FULL-TIME

REGULAR PART-TIME (PLEASE SPECIFY)

TEMPORARY (PLEASE SPECIFY)

MO

TU

WE

TH

FR

SA

ARE YOU CURRENTLY EMPLOYED?

IF "YES": COMPANY NAME:

YES

NO

EDUCATION

SECONDARY SCHOOL	DATES OF ATTENDANCE	COMPLETED	MAJOR COURSE OF STUDY
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COLLEGE/UNIVERSITY	DATES OF ATTENDANCE	COMPLETED	MAJOR COURSE OF STUDY
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REFERENCES

Please give below the names and addresses of people to whom we may apply for information about your work, experience and attendance record and indicate your relationship. One of them must be your most recent or current employer (if previously employed). If you have just left school/college, you may supply details of your Head Teacher/Principal.

EMPLOYER

ADDRESS

CITY

ZIP

POSITION

DUTIES

DATE START

DATE FINISH

PHONE

NAME

EMPLOYER

ADDRESS

CITY

ZIP

POSITION

DUTIES

DATE START

DATE FINISH

PHONE

NAME

EMPLOYER

ADDRESS

CITY

ZIP

POSITION

DUTIES

DATE START

DATE FINISH

PHONE

NAME

DO YOU HAVE A PRINTER?

YES

NO

DO YOU HAVE A VALID DRIVER'S LICENSE?

YES

NO

**DO YOU HAVE A MEANS OF TRANSPORTATION THAT WILL ALLOW YOU TO CONSISTENTLY
ARRIVE AT WORK ON TIME?**

YES

NO

I certify that the above information (and any further information enclosed) is correct and I agree that the Employer may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications). I agree to the Employer processing and retaining the personal information contained on this form for any purposes connected with my application.

SIGNED

DATE

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment depends solely on your qualifications.