# EMPLOYMENT APPLICATION

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| ArtStyles Inc does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability, veteran status or on any other basis protected by law. If needed, reasonable accommodations for the thing process will be made. |

*Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.*

**Please note that we will not accept a separate CV.**

This is to make sure that we compare all the applications we receive in the same way, using the same information.

**PERSONAL DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | | |
| First: |  | Middle Initial: |  |
| Last: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Permanent Address** | | | |
| Address: |  | City: |  |
| State: |  | Zip Code: |  |
| Are you going to move in the next 30 days? | | Yes  No | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone Numbers** | | | |
| Cell: |  | Home: |  |
| When available: |  | When available: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Age/Marital status** | | | |
| Date of birth: |  | | |
| Bachelor | | Married | Divorced |

**EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present or Most Recent Employer** | | | |
| Name: |  | | |
| Address: |  | | |
| Phone number: |  | | |
| Your position: |  | | |
| Duties: |  | | |
| Work hours: |  | | |
| Dates of employment: | to | Salary: |  |
| Reasons for leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prior Employer** | | | |
| Name: |  | | |
| Address: |  | | |
| Phone number: |  | | |
| Your position: |  | | |
| Duties: |  | | |
| Dates of employment: | to | Salary: |  |
| Reasons for leaving: |  | | |

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| --- | --- | --- | --- |
| **Similar company** | | | |
| Have you worked in a company from the similar industry? | | Yes  No | |
| Name: |  | | |
| Address: |  | | |
| Phone number: |  | | |
| Dates of employment: | to | Salary: |  |
| Reasons for leaving: |  | | |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **High School** | | | |
| Name and address: |  | | |
| Did you graduate? | Yes  No | Attended from: | to |
| If you did not graduate, did you receive your GED? | Yes  No | | |
| Special honors or awards: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical or Vocational School** | | | |
| Name and Address: |  | | |
| Did you graduate? | Yes  No | Attended from: | to |
| Degree or Certification: |  | Specialty: |  |
| Special honors or awards: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Collage or University** | | | |
| Name and Address: |  | | |
| Did you graduate? | Yes  No | Attended from: | to |
| Degree or Certification: |  | Major: |  |
| Special honors or awards: |  | | |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| **Position Specification** | |
| Position applying for: | Remote assistant |

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| --- | --- |
| Do you have a scanner/printer? | Yes  No |
| If not, how are you planning to print out labels for packages? |  |

|  |  |
| --- | --- |
| Do you have a car? | Yes  No |
| If not, how are you planning to deliver packages to the post office? |  |

|  |  |
| --- | --- |
| Is there anybody at home while you’re away? | Yes  No |
| If not, how are you planning to receive packages when you’re out? |  |

**AUTHORIZATION AND RELEASE**

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| --- |
| I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history. Furthermore I understand that if I am hired, employment with this company is "at will" which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law. |

**A typed name is considered a signature**

|  |  |
| --- | --- |
|  |  |
| Signature | Date |