



Golden Mountain Investment Group

Application form

Position: Personal Assistant

Date can you start: ____ / ____ / 2023

TYPE OF EMPLOYMENT: - Part-Time (8 AM-12 PM) - Full-Time (8 AM-5 PM)

Employee information

Last Name:		First Name:		Middle Name:	
Gender:		Nationality:		Date of Birth (mm/dd/yyyy)	
Address:				Apt. Number:	
State:		City:		ZIP Code:	
Email Address:			Telephone Number:		
Alternative Email Address:			Alternative Telephone Number:		

1. A citizen of the United States
2. A noncitizen national of the United States
3. A lawful permanent resident (Alien Registration Number/USCIS Number):
4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):
Some aliens may write "N/A" in the expiration date field.

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

OR

3. Foreign Passport Number: _____

Country of Issuance: _____

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1)

Signature of Preparer or Translator:				Today's Date (mm/dd/yyyy)			
Last Name:				First Name:			
Address (Street Number and Name)							
City:				State:			
				ZIP Code:			

Employment history

Indicate your last place of work. Include summer or temporary work.

Company names:				Employer's name:			
Start date:	/	/	Reason for leaving:				
End date:	/	/					
Position / duties, skills:							

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Start date:	/	/	Reason for leaving:				
End date:	/	/					
Position / duties, skills:							

Education

	Institution name	Years completed
High school:		
College/University:		
Business/Technical:		

References

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

Last name:		Last name:	
First name:		First name:	
Email:		Email:	
Telephone:		Telephone:	
Company:		Company:	