

THE LAS COLINAS ASSOCIATION EMPLOYMENT APPLICATION

DATE _____

Month Day Year

FULL NAME (PRINT) _____
Last
First
Middle

STREET ADDRESS _____

CITY/STATE/ZIP _____

HOME PHONE NUMBER _____ BUSINESS PHONE NUMBER _____

Type of School	Name of School	Location City & State	Dates Attended	Overall Grade Average	Diploma Or Degree	Major Field or Course of Study
HIGH SCHOOL						
COLLEGE						
GRADUATE SCHOOL						
OTHER						
OTHER						

Subjects liked best _____ Why? _____

Subjects liked least _____ Why? _____

Scholarships received _____

Scholastic or other honors _____

Extra-curricular activities _____

Do you plan to continue your education? [] yes [] no

If so when and in what field _____

College expenses earned _____ % How Earned _____

SKILLS:

Computers _____

Software _____

Typing speed _____ Calculator _____ Ten key adding machine _____ Phones _____

Other _____

**PLEASE LIST IN CHRONOLOGICAL ORDER, GIVING PRESENT OR LAST POSITION FIRST
DO NOT INCLUDE MILITARY SERVICE**

	Present or last employer (Students state last summer job)		Previously employed by		Previously employed by	
Name of firm						
Position Title						
Phone Number						
Address						
Immediate Supervisor						
Nature of duties						
Salary	Starting \$	Last \$	Starting \$	Last \$	Starting \$	Last \$
Length of Service	From	To	From	To	From	To
Reason for leaving						

Have you ever served in the U.S. Armed Forces? yes no Branch of service _____ From _____ To _____
 Type of discharge: honorable general medical other _____
 Rank/Rate when discharged _____ Date of discharge _____
 Training, duties and responsibilities in military service _____

Present membership in any U.S. military organization _____

Hobbies & Recreations _____

Name of relative in our employ _____

Name of friend in our employ _____

What influenced you to apply at this company _____

Have you ever been convicted, pleaded guilty or pleaded nolo contendere to any felony or to any misdemeanor involving violence or dishonesty?
 yes no
 If yes, explain fully: _____

Position desired _____ Starting salary expected _____

Employment planned: permanent temporary part-time Preferred starting date _____

PLEASE READ CAREFULLY BEFORE SIGNING BELOW:

I understand that the information given in this application will be treated as confidential. I certify that all statements and representations made in this application are true and correct and I have withheld nothing which would, if disclosed, adversely affect my application. I understand that the Association relies upon such statements in making its employment decisions, and I authorize the Association to investigate all such statements contained herein. I understand and agree that: any misrepresentation will be sufficient cause for cancellation of the application and/or for separation from the Association if such misrepresentation is discovered at any time after my employment by the Association. I further understand that applicants hired shall be on a ninety (90) day probationary period, but employment with the Association is always at will. I am aware that the use of this form does not indicate that there are any positions open, and does not in any way obligate the Association to employ me. I hereby authorize the Association to contact all employers specified in this application for the purpose of an employment reference, and I release all such persons and companies from any liability in responding to such requested information. In the event of my employment, I agree to abide by all rules and regulations of the Association. I understand that any offer of employment I am made is conditional on my passing a pre-employment physical [and drug test] prior to beginning work.

I hereby acknowledge that I voluntarily signed and have read and understood the above statements.

(Date)

"An Equal Opportunity Employer" (Signature)