



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain:

Are you related by kinship or marriage to anyone now employed at Girls Incorporated Yes No
 If yes, please complete the following Name Site Relationship

Education

High School: Address: _____

From: To: Did you graduate? YES NO Degree: _____

College: Address: _____

From: To: Did you graduate? YES NO Degree: _____

Other: Address: _____

From: To: Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____
 Requested Status: **Please Circle:** **Full Time** **Part Time** **Regular** **Temporary**

Previous Employment

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

I acknowledge the above answers and all other information otherwise given by me is true, complete and not misleading in any way. I understand that any false, incomplete, or incorrect statements furnished by me can result in discharge if I am employed. In the event I am employed at Girls Incorporated, I agree to comply with all its regulations and/or policies. I understand that either I or Girls Incorporated may discontinue the employment relationship at anytime for any reason as directed by the applicable policies and procedures of Girls Incorporated of Metropolitan Dallas.

Employment with Girls Incorporated is contingent upon a successful background investigation and drug test.

Signature: _____ Date: _____

Girls Incorporated does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin disability, age, citizenship status or veteran's status in recruitment, employment, promotion, compensation, benefits, or training.