



Application for Employment©

*Please complete all questions.

NAME Last First Middle
ADDRESS Street City State Zip Code
Social Security No. Home Phone Work Phone E-Mail

Position Desired: Salary Required:
Start Date: Personal Goals:
May we contact your present employer? Current Salary: Are you over 18?
Are you related to anyone in our employ? Name:
Referred By: Ever Applied Here Before? When:
Do you have any restrictions on hours or travel?
Special skill, knowledge, languages spoken:
How many days did you miss work last year? Reasons:

Have you been convicted of a felony or misdemeanor or released from prison in the past 7 years?
(This information may not prevent you from being hired.) If yes, please explain:

Will visa or immigration status prevent lawful employment: Do You Smoke?
Have you ever been denied Workers Compensation? How many times?
When: Where:

REFERENCES: (List below the names of three persons not related to you whom you have known at least one year.)

Table with 5 columns: Name, Address, Phone, Business, Years Acquainted

In an emergency, contact: City/State Phone:

EDUCATION Name/Location of School Subjects Studied / G.P.A. Did you graduate?
High School
College
Trade, Business or Correspondence
Degrees/Certificates Earned:

EMPLOYMENT HISTORY *Begin with your most recent employer. Include all employment for the past 10 years. List any periods and reason for self-employment and/or unemployment. Use additional pages if necessary.*

Employment Dates (Mo-Yr) to (Mo-Yr)

Job Title

Employer Name

Supervisor: _____

Last Salary: _____

Location : _____

Experience Learned: _____

Start Salary: _____

Telephone: _____

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

Employment Dates (Mo-Yr) to (Mo-Yr)

Job Title

Employer Name

Supervisor: _____

Last Salary: _____

Location : _____

Experience Learned: _____

Start Salary: _____

Telephone: _____

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

Employment Dates (Mo-Yr) to (Mo-Yr)

Job Title

Employer Name

Supervisor: _____

Last Salary: _____

Location : _____

Experience Learned: _____

Start Salary: _____

Telephone: _____

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

Employment Dates (Mo-Yr) to (Mo-Yr)

Job Title

Employer Name

Supervisor: _____

Last Salary: _____

Location : _____

Experience Learned: _____

Start Salary: _____

Telephone: _____

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

Qualified applicants receive consideration for employment without discrimination because of gender, sexual preference, marital status, race, color, creed, national origin, age, or the presence of a disability.

Please email this application to: OuacCentennial@gmail.com

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EMPLOYMENT QUESTIONNAIRE

Describe the duties and responsibilities of your most recent job: _____

Describe a recent experience in which you did a good job: _____

How do you know you have done a good job? _____

What do you want in a job? _____

What do you like about working? _____

What is important to you about working? _____

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What did you do that felt comfortable? What would you do differently? _____

Describe a project in which you were involved that required a team effort. What specific contributions did you make?

Have you ever been involved in a task/project that required you to work alone? If so, describe your responsibilities and accomplishments. _____

What do you know about this company and/or the position you are applying for?

Describe the management style you like best. Describe the management style you are least comfortable with.

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AVAILABILITY | Please list your hours of availability (M-Sa 10-8) (Su 11-5)

MON	TUE	WED	THU	FRI	SAT	SUN

AUTHORIZATION FOR EMPLOYMENT AND BACKGROUND CHECK

I authorize Provenance Group, LLC dba Once Upon A Child to verify employment, except as noted below, as well as conduct criminal and vehicular record check. I understand that any misrepresentation or omission of facts is cause for dismissal.

Indicate employers you do not wish contacted: _____

Signature _____ Date: _____

• PLEASE READ •

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize Once Upon A Child to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by Once Upon A Child or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signature _____ Date: _____

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