



## PART-TIME EMPLOYMENT APPLICATION

*Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.*

### **PERSONAL INFORMATION:** *(Please print)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

POSITION SOUGHT: \_\_\_\_\_ Wage Desired: \_\_\_\_\_

Available Start Date: \_\_\_\_\_ Are you currently employed?  Yes  No

How did you learn about our company? \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If no, what is your citizenship/residency status:

\_\_\_\_\_

Have you ever been convicted of or charged with a felony or misdemeanor:  Yes  No

If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION:**

Schools/Colleges Attended:	# Years	Year Grad	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SPECIAL SKILLS:** *Describe any special skills, qualifications or training you have that may benefit this line of work:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT/WORK EXPERIENCE:** *Start with your present or most recent position. Include military service assignments and volunteer activities.*

1. Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Reason for Leaving:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Reason for Leaving:

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Reason for Leaving: \_\_\_\_\_

3. Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Reason for Leaving:

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**PERSONAL or BUSINESS REFERENCES:** *Please provide individual and/or company names, position, addresses and phone numbers for one business reference and one personal reference.*

1. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ Position: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ How long: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize *MUNROS' DRIVING INSTRUCTION* to investigate any statement contained in this application. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Arrange Interview: ( ) Yes ( ) No Date: \_\_\_\_\_

Remarks: \_\_\_\_\_