

APPLICATION FOR EMPLOYMENT

Return by email to Jack@BonsaiJack.com or by mail to Bonsai Jack LLC, PO BOX 1461, Lehigh Acres, FL 33970

APPLICANT INFORMATION															
Last Name					First				M.I.		Date				
Street Address								Apartment/Unit #							
City					State				ZIP						
Phone (s)					E-mail Address										
Date Available				Last four digits of SSN		XXX - XX-		Desired Salary		\$					
Position Applied for															
Are you a citizen of the United States?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Have you ever worked for this company?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?									
Are you employed now?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, may we contact your employer?			YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Type of Employment															
			Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>		Summer <input type="checkbox"/>		Temporary <input type="checkbox"/>						
EDUCATION AND OFFICE SKILLS															
High School						Address									
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>								
College or Trade School						Address									
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree							
Years of Typing Experience				Words Per Minute				Other Office Equipment Used		Printer <input type="checkbox"/>		Copier <input type="checkbox"/>	Fax <input type="checkbox"/>	Scanner <input type="checkbox"/>	Calculator <input type="checkbox"/>
Computer Software and Hardware Experience															
EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)															
Company								Phone							
Address								Name and Position of Supervisor							
Job Title						Starting Salary		\$		Ending Salary		\$			
Responsibilities															
From		To		Reason for Leaving											
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>									

EMPLOYMENT HISTORY (CONTINUED)										
Company						Phone				
Address						Name and Position of Supervisor				
Job Title				Starting Salary		\$		Ending Salary	\$	
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Company						Phone				
Address						Name and Position of Supervisor				
Job Title				Starting Salary		\$		Ending Salary	\$	
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Company						Phone				
Address						Name and Position of Supervisor				
Job Title				Starting Salary		\$		Ending Salary	\$	
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>				
MILITARY SERVICE										
Branch						From			To	
Rank at Discharge						Type of Discharge				
If other than honorable, explain										
DISCLAIMER AND SIGNATURE										
I certify that my answers are true and complete to the best of my knowledge.										
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.										
Signature						Date				