

Which location(s) are you available to work at?	<input checked="" type="checkbox"/> Highland 2450 Lincoln St.	<input type="checkbox"/> Merrillville 86 E. 70 th Ave.	<input type="checkbox"/> Merrillville 6111 Harrison St.
What position are you applying for?	<input type="checkbox"/> Lead Teacher	<input checked="" type="checkbox"/> Assistant Teacher	<input type="checkbox"/> Cook



HAPPY STAFFING

Employment Application

APPLICANT INFORMATION

Last Name		First Name		M.I.	Date
Street Address				Apt./Unit #	
City			State		Zip
Phone		Email Address			
Date Available		Social Security No.		Desired Salary	
Position applying for			Are you over the age of 18?		YES <input type="checkbox"/> NO <input type="checkbox"/>
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?		
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please explain?		
What are your hobbies and interest?					
What is the date of your last physical exam?					
Do you have any limitations?		If yes please explain?			

What type of employment are you looking for?	Full TIME AM PM	Part TIME AM PM	Summer AM PM

What days are you available to work?

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

EDUCATION

High School		Address	
From	To	Did you graduate?	Degree?
College		Address	
From	To	Did you graduate?	Degree?
Other		Address	
From	To	Did you graduate?	Degree?

Completion of this section authorizes the company to verify academic credentials

Did you hold any licenses or certificates that pertain to the position you are applying for?	
Do you have any special skills or job experiences for the position you are applying for?	

REFERENCES

Please list any three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

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 <input type="checkbox"/>	NO <input type="checkbox"/>	
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 <input type="checkbox"/>	NO <input type="checkbox"/>	
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 <input type="checkbox"/>	NO <input type="checkbox"/>	

MILITARY SERVICE						
Branch			From		To	
Rank at discharged				Type of Discharge		
If other than honorable, explain						

I authorized Happy Staffing to inquire as to my record of any or all persons and of my former employers. In the event of my employment with Happy Staffing, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective and understand that by doing so I forfeit any benefits I may have been entitled to. It is also my understanding that the first 3 months of my employment are probationary. It is important to understand that completing my probationary period is not a guarantee of continued employment; continuation is always contingent on satisfactory performance and conduct, and if my services have not proved satisfactory, my employment may be discontinued without prejudice.

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	

STAFF USE ONLY

Date of Interview	Date of Hire/First Day	Rate of Pay

Comments:
