

| | | | |
|---|---|--|---|
| Which location(s) are you available to work at? | <input type="checkbox"/> Highland 2450 Lincoln St. | <input type="checkbox"/> Merrillville 86 E. 70 th Ave. | <input checked="" type="checkbox"/> Merrillville 6111 Harrison St. |
| What position are you applying for? | <input checked="" type="checkbox"/> Lead Teacher | <input 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? | | | |
| | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |

| | | | |
|--|-----------------|-----------------|--------------|
| 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:

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