



Employment Application for the
ADMINISTRATIVE DEPARTMENT
 RECEPTIONIST

Please attach a cover letter and resume with references when submitting this application.

Today's Date: _____ - _____ - _____

PERSONAL	LAST NAME		FIRST	INIT.	E-MAIL ADDRESS		
	CURRENT LOCAL ADDRESS			LOCAL PHONE NUMBER		ALTERNATE PHONE	
	HOME ADDRESS			CITY	STATE & ZIP CODE		NON-LOCAL PHONE NUMBER
	ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			DO YOU HAVE A CAR AVAILABLE FOR YOUR USE? <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE AVAILABLE TO START	
	HOW DID YOU LEARN OF OUR ORGANIZATION? <input type="checkbox"/> A teacher <input type="checkbox"/> Class visit <input type="checkbox"/> Flyer on campus <input type="checkbox"/> A friend who works/or has worked here <input type="checkbox"/> Ad in The Red & Black <input type="checkbox"/> Other _____						

EXPERIENCE	TITLE AND RESPONSIBILITIES			DATES OF EMPLOYMENT		
	NAME OF BUSINESS		ADDRESS	PHONE NUMBER	SUPERVISOR'S NAME	
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	NAME OF BUSINESS		ADDRESS	PHONE NUMBER	SUPERVISOR'S NAME	

EDUCATION	
HIGH SCHOOL:	_____
COLLEGE:	_____
OTHER:	_____

I hereby certify that all given information on this application is true and correct to the best of my knowledge and that I understand any misinterpretation or omission of facts on my part will be justification for separation from the company's service, if employed.

Signature: _____ Date: _____