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| **GENERAL EMPLOYEMENT APPLICATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | | | | | DATE OF BIRTH | | | | | | | | SOCIAL SECURITY NUMBER | | | | | | |
| John Smith | | | | | | | | | | | | | mm/dd/yyyy | | | | | | | | <Social Security Number> | | | | | | |
| ADDRESS (number, street, building) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8213 Lakeview Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CITY | | | | | | | | | | STATE | | | | | | | | | | | | | | | | ZIP CODE | |
| Schenectady | | | | | | | | | | New York | | | | | | | | | | | | | | | | 12302 | |
| PHONE 1 | | PHONE 2 | | | | | | | | EMAIL ADDRESS | | | | | | | | | | | | | | | | | |
| <Phone Number> | | <Phone Number> | | | | | | | | johnsmith@domain.com | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a crime other than a minor traffic incident?  Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If Yes, please explain: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Not applicable | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|
| **DESIRED EMPLOYMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYMENT TYPE | | | | | POSITION APPLYING FOR | | | | | | | | | | | | DESIRED SALARY | | | | | | | DATE YOU CAN START | | | |
|  Full Time  Part Time | | | | | Graphic Designer | | | | | | | | | | | | $800/month | | | | | | | mm/dd/yyyy | | | |
| **EDUCATION (starting from the latest)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School | | | | | Location | | | | | | | | | | | | Date Graduated | | | | | | | Attainment | | | |
| <School> | | | | | <Location> | | | | | | | | | | | | mm/dd/yyyy | | | | | | | <Attainment> | | | |
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| **WORK EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company Name | | | Period | | | | | | | | | | | Position | | | | | | | | Reason for Leaving | | | | | |
| <Company Name> | | | | | | <YYYY> | | | | | | <YYYY> | | <Position> | | | | | | | | <Reason for Leaving> | | | | | |
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| May we contact your present employer? | | | | | | | |  Yes  No | | | | | | | If No, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| IF Yes, name of Supervisor: | | | | Kelly Carter | | | | | | | | | | |  | | | | | Contact Number: | | | | | | | <Telephone No.> |
| MAJOR SKILLS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - MS Office | - AUTOCAD | | | | | | | | - Adobe Illustrator | | | | | | | - Adobe Photoshop | | | | | | | - Rendering Pro | | | | |
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| *I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous may be ground for dismissal.* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SIGNATURE | | | | | | |  | | | | DATE | | | | | | |  |  | | | | | |  | | |