

PERSONAL GROUP, INC.

Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available				Desired Salary	
Position Applied for				Full or Part Time?	
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, explain	
Please note that some positions require a Federal Background Investigation. Would you be able to successfully clear this background check? (Your responses are confidential.)					
YES <input type="checkbox"/> NO <input type="checkbox"/> If no, explain.					
EDUCATION					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Please list any professional certifications or licenses you hold:					
REFERENCES					
<i>*Please list three professional references* ---Do not list friends or family members</i>					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		

Company				Phone ()				
Address								
PREVIOUS EMPLOYMENT—Begin with present/most recent 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 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. I hereby authorize Personal Group, Inc. to investigate the information disclosed herein and to obtain any information regarding my social services, work, credit, or criminal history. 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		