



**Application for Employment©**

*\*Please complete all questions.*

**NAME** \_\_\_\_\_  
 Last First Middle

**ADDRESS** \_\_\_\_\_  
 Street City State Zip Code

Social Security No. Home Phone Work Phone E-Mail

Position Desired: \_\_\_\_\_ Salary Required: \_\_\_\_\_

Start Date: \_\_\_\_\_ Personal Goals: \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ Current Salary: \_\_\_\_\_ Are you over 18? \_\_\_\_\_

Are you related to anyone in our employ? \_\_\_\_\_ Name: \_\_\_\_\_

Referred By: \_\_\_\_\_ Ever Applied Here Before? \_\_\_\_\_ When: \_\_\_\_\_

Do you have any restrictions on hours or travel? \_\_\_\_\_

Special skill, knowledge, languages spoken: \_\_\_\_\_

How many days did you miss work last year? \_\_\_\_\_ Reasons: \_\_\_\_\_

Have you been convicted of a felony or misdemeanor or released from prison in the past 7 years? \_\_\_\_\_  
 (This information may not prevent you from being hired.) If yes, please explain: \_\_\_\_\_

Will visa or immigration status prevent lawful employment: \_\_\_\_\_ Do You Smoke? \_\_\_\_\_

Have you ever been **denied** Workers Compensation? \_\_\_\_\_ How many times? \_\_\_\_\_

When: \_\_\_\_\_ Where: \_\_\_\_\_

**REFERENCES:** (List below the names of three persons not related to you whom you have known at least one year.)

Name	Address	Phone	Business	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In an emergency, contact: \_\_\_\_\_ City/State \_\_\_\_\_ Phone: \_\_\_\_\_

EDUCATION	Name/Location of School	Subjects Studied / G.P.A.	Did you graduate?
High School	_____	_____	_____
College	_____	_____	_____
Trade, Business or Correspondence	_____	_____	_____
Degrees/Certificates Earned: _____			

**EMPLOYMENT HISTORY** *Begin with your most recent employer. Include all employment for the past 10 years. List any periods and reason for self-employment and/or unemployment. Use additional pages if necessary.*

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**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

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**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

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**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

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**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

*Qualified applicants receive consideration for employment without discrimination because of gender, sexual preference, marital status, race, color, creed, national origin, age, or the presence of a disability.*

**Please email this application to: [OuacAurora@gmail.com](mailto:OuacAurora@gmail.com)**

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**EMPLOYMENT QUESTIONNAIRE**

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Describe the duties and responsibilities of your most recent job: \_\_\_\_\_

Describe a recent experience in which you did a good job: \_\_\_\_\_

How do you know you have done a good job? \_\_\_\_\_

What do you want in a job? \_\_\_\_\_

What do you like about working? \_\_\_\_\_

What is important to you about working? \_\_\_\_\_

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What did you do that felt comfortable? What would you do differently? \_\_\_\_\_

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Describe a project in which you were involved that required a team effort. What specific contributions did you make?

Have you ever been involved in a task/project that required you to work alone? If so, describe your responsibilities and accomplishments. \_\_\_\_\_

What do you know about this company and/or the position you are applying for?

Describe the management style you like best. Describe the management style you are least comfortable with.

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**AVAILABILITY | Please list your hours of availability (M-Sa 9am-10pm) (Su 10am-7pm)**

MON	TUES	WED	THUR	FRI	SAT	SUN

**AUTHORIZATION FOR EMPLOYMENT AND BACKGROUND CHECK**

I authorize Provenance Group II, LLC dba Once Upon A Child to verify employment, except as noted below, as well as conduct criminal and vehicular record check. I understand that any misrepresentation or omission of facts is cause for dismissal.

Indicate employers you do not wish contacted: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**• PLEASE READ •**

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize Once Upon A Child to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by Once Upon A Child or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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