



Application for Employment©

\*Questions must be answered in your own handwriting. 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 skills or knowledge:
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.)
Table with 5 columns: Name, Address, Phone, Business, Years Acquainted

In an emergency, contact: City/State Phone:

EDUCATION Table with 4 columns: Name/Location of School, Subjects Studied, Did you graduate?
Rows for High School, College, Trade, Business or Correspondence, Degrees/Certificates Earned

\*Applicants who are unable to answer in their own handwriting may make other arrangements for answering.

**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.*

<b>Employment Dates (Mo-Yr) to (Mo-Yr)</b>	<b>Job Title</b>	<b>Employer Name</b>
_____	_____	_____
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____	Start Salary: _____	Telephone: _____
_____		
Reason for Leaving: _____		
		Employment Verified: _____
		Initials: _____

<b>Employment Dates (Mo-Yr) to (Mo-Yr)</b>	<b>Job Title</b>	<b>Employer Name</b>
_____	_____	_____
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____	Start Salary: _____	Telephone: _____
_____		
Reason for Leaving: _____		
		Employment Verified: _____
		Initials: _____

<b>Employment Dates (Mo-Yr) to (Mo-Yr)</b>	<b>Job Title</b>	<b>Employer Name</b>
_____	_____	_____
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____	Start Salary: _____	Telephone: _____
_____		
Reason for Leaving: _____		
		Employment Verified: _____
		Initials: _____

<b>Employment Dates (Mo-Yr) to (Mo-Yr)</b>	<b>Job Title</b>	<b>Employer Name</b>
_____	_____	_____
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____	Start Salary: _____	Telephone: _____
_____		
Reason for Leaving: _____		
		Employment Verified: _____
		Initials: _____

<b>Employment Dates (Mo-Yr) to (Mo-Yr)</b>	<b>Job Title</b>	<b>Employer Name</b>
_____	_____	_____
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____	Start Salary: _____	Telephone: _____
_____		
Reason for Leaving: _____		
		Employment Verified: _____
		Initials: _____

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? \_\_\_\_\_

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. \_\_\_\_\_

***THIS COMPANY RESERVES THE RIGHT TO CONDUCT PRE-EMPLOYMENT AND EMPLOYMENT DRUG TESTING.***

I authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated without any previous notice. I understand that this is not a contract between my employer and me.

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

*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.*

**TO BE COMPLETED BY COMPANY REPRESENTATIVE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interview: Yes \_\_\_\_\_ No \_\_\_\_\_

Acceptable for Employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Start Date \_\_\_\_\_

Rate: \_\_\_\_\_

Special Considerations:

\_\_\_\_\_  
\_\_\_\_\_

Interviewed by: \_\_\_\_\_

**BACKGROUND SCREENING**

**RESULTS**

Criminal	<input type="checkbox"/>	_____
Civil	<input type="checkbox"/>	_____
Credit	<input type="checkbox"/>	_____
DMV	<input type="checkbox"/>	_____

Personal References:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Verified By: \_\_\_\_\_

Approved By: \_\_\_\_\_

**Background Investigation Consent**

I, \_\_\_\_\_, hereby authorize Once Upon A Child (Company) and its agents to make an independent investigation of my background, character, past employment and education. This includes contacting references and other persons, reviewing records maintained by any of these persons, and both public and private organizations. This also includes state workers compensation information as allowed by federal and state laws. You will be required to authorize us to do a credit check to be eligible for the job. If you have negative credit history, you may be denied employment in sensitive positions such as cash or merchandise handling. The name and address of the Company we use for screening is listed at the bottom of this form.

I release the Company and its agents from any and all liability, claims or law suits relating to the Company's investigation and/or the use of information obtained from any or all of the above references and sources. I agree to defend, indemnify, and hold harmless the Company from any and all liability claims or lawsuits which may result, including those from the Company's investigation, or actions taken as a result of its investigation. I understand that the information secured by the Company will be used by the Company.

I understand that failure to reveal any prior employment I have had within the past ten (10) years or the providing of any false or misleading information, either on my employment application or this form, may be grounds for termination if the Company employs me.

The following information is true and correct. \_\_\_\_\_(Initials)

**PLEASE PRINT ALL INFORMATION ON THIS FORM**

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

\_\_\_\_\_  
FULL MAIDEN NAME, ALIAS, OR ANY OTHER NAME USED DATE OF BIRTH

\_\_\_\_\_  
PLACE OF BIRTH SOCIAL SECURITY

\_\_\_\_\_  
DRIVERS LICENSE NUMBER TELEPHONE

\_\_\_\_\_  
CURRENT ADDRESS

PREVIOUS ADDRESSES- PAST 10 YEARS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND THE ABOVE DATA IS FOR PURPOSES OF IDENTIFICATION ONLY**

*Send a copy of any credit report or public record information furnished by a consumer credit reporting agency.*  
 YES  NO

\_\_\_\_\_  
SIGNATURE DATE

*United States Mutual Association, Inc.  
4500 South 129<sup>th</sup> Avenue #200  
Tulsa, OK 74134 888-338-USMA (8762)*

## Once Upon A Child

*Tell us how you feel you can best contribute to our company and the reasons we need to choose you over our other candidates. Tell us why you want to work here.*

*IT IS NOT NECESSARY TO PRINT. Sign and date this when you finish. Thank you for applying with us.*