



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: _____

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	Did you graduate?
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.*

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: _____

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: _____

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: _____

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: _____

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: _____

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: _____



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.

Please handwrite your answer. Sign and date this when you finish. Thank you for applying with us.

Background Investigation Consent

I, _____, hereby authorize Plato's Closet (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 129th Avenue #200
Tulsa, OK 74134 888-338-USMA (8762)*