

SCH, Inc. Employment Application



Personal Information

R. 020526

LAST NAME		FIRST NAME			MIDDLE NAME		
ADDRESS				CITY		STATE	ZIP
TELEPHONE		IF UNDER 18, DATE OF BIRTH			HOW DID YOU HEAR ABOUT THIS JOB?		
EVER WORKED HERE BEFORE?		WILLING TO WORK OVERTIME?		(CHECK ALL THAT APPLY)			
				<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> YEAR-ROUND			
POSITION DESIRED			WAGE DESIRED			DATE AVAILABLE	

Work Availability (AT LEAST ONE WEEKEND DAY IS REQUIRED)

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO

Education

	SCHOOL NAME	LOCATION (CITY, STATE)	DEGREE / AREA OF STUDY	YEARS ATTENDED	GRADUATED?	
					YES	NO
HIGH SCHOOL						
COLLEGE						
GRAD SCHOOL						
OTHER						

Employment History (STARTING WITH MOST RECENT)

DATES	NAME AND ADDRESS OF EMPLOYER	POSITION & SUPERVISOR	WAGE OR SALARY	KEY RESPONSIBILITIES	REASON FOR LEAVING
FROM _____ /	NAME	JOB TITLE	STARTING		
	ADDRESS				
TO _____ /	CITY / STATE	SUPERVISOR	FINAL		
	PHONE				
FROM _____ /	NAME	JOB TITLE	STARTING		
	ADDRESS				
TO _____ /	CITY / STATE	SUPERVISOR	FINAL		
	PHONE				
FROM _____ /	NAME	JOB TITLE	STARTING		
	ADDRESS				
TO _____ /	CITY / STATE	SUPERVISOR	FINAL		
	PHONE				

LAST NAME	FIRST NAME	MIDDLE NAME
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Legal IDENTITY & EMPLOYMENT ELIGIBILITY WILL BE VERIFIED AS REQUIRED BY LAW

DO YOU HAVE A LEGAL RIGHT & NECESSARY DOCUMENTS TO WORK IN THE UNITED STATES? YES NO

HAVE YOU EVER BEEN DISCHARGED BY ANY COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF COMPANY / COMPANIES
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REASON FOR DISCHARGE(S)

HAVE YOU EVER BEEN CHARGED AND/OR CONVICTED FOR ANY CRIME OTHER THAN A MINOR TRAFFIC VIOLATION?
 NO YES (DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM ELIGIBILITY.)

PLEASE EXPLAIN OFFENSE AND FINAL DISPOSITION

References

GIVE THE NAMES OF AT LEAST TWO UNRELATED PERSONS WHO HAVE KNOWN YOU FOR TWO OR MORE YEARS AND WHOM WE MAY CONTACT.

NAME	PHONE NUMBER	RELATIONSHIP	YEARS KNOWN

Skills / Experience

PLEASE INDICATE ANY OF THE FOLLOWING IN WHICH YOU HAVE TRAINING AND EXPERIENCE

<input type="checkbox"/> ADMIN ASSISTANT	<input type="checkbox"/> MICROSOFT OFFICE SUITE	<input type="checkbox"/> MERCHANDISING / DISPLAY	<input type="checkbox"/> LANDSCAPING
<input type="checkbox"/> GENERAL OFFICE	<input type="checkbox"/> ADOBE CREATIVE SUITE	<input type="checkbox"/> CALLIGRAPHY	<input type="checkbox"/> MAINT / WHS / LABORER
<input type="checkbox"/> COMPUTER SKILLS	<input type="checkbox"/> CUSTOMER SERVICE	<input type="checkbox"/> EMBROIDERY MACHINE	<input type="checkbox"/> LARGE ANIMAL EXPERIENCE
<input type="checkbox"/> TYPING ___ WPM	<input type="checkbox"/> RETAIL SALES	<input type="checkbox"/> BARISTA / COFFEE	<input type="checkbox"/> FOREIGN LANGUAGE
<input type="checkbox"/> BUSINESS PHONE SKILLS	<input type="checkbox"/> CASH HANDLING	<input type="checkbox"/> FOOD SERVICE	

U.S. Military Service

BRANCH	SPECIALIZATION	RANK ATTAINED
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DESCRIBE ANY OTHER SKILLS OR EXPERIENCE WHICH MAY BE RELEVANT TO THE POSITION APPLIED FOR:

ADDITIONAL COMMENTS

THE FOLLOWING IS IMPORTANT, PLEASE READ CAREFULLY:

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record, and/or criminal activity. I hereby authorize anyone possessing such information to furnish it to SCH, Inc. and/or a third party upon request, and release anyone so authorized, SCH, Inc., and any third party from any and all liability whatsoever in furnishing, obtaining, or using said information. I also understand I may be required to undergo screenings for substance (drug/alcohol) abuse.

I understand and agree that if I am hired, employment will be "at will." That is, either I or SCH, Inc. may end the employment relationship at any time for any, or no, reason. I understand that receipt of this application by SCH, Inc. does not imply employment and that this application and/or any other SCH, Inc. documents are not contracts or offers of employment.

In the event of employment, I understand that any false or misleading information given in my application and/or interview(s) may result in immediate discipline up to and including dismissal. I also understand that I am required to abide by all rules and regulations as established by SCH, Inc.

APPLICANT SIGNATURE	DATE
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