

# Helen's Agency

## Application for Corporate Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, or national origin.

Date \_\_\_\_\_

First/Middle name \_\_\_\_\_ Last name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

**Position applying for:** \_\_\_\_\_ **When are you available to begin?** \_\_\_\_\_

**Are you looking for full-time employment?**  Yes  No If not, what hours are you available? \_\_\_\_\_

**What days are you available to work?** (Please underline) Mon Tues Wed Thurs Fri Sat Sun

**Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)**  Yes  No

**Are you able to travel within the US?**  Yes  No **Are you able to travel internationally?**  Yes  No

**Are you willing to submit to a criminal background investigation?**  Yes  No

### Education

School Name and Location	Year	Major	Degree
High School _____	_____		
College _____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, certificates, or experience that we should consider? \_\_\_\_\_

Attach resume and letters of recommendation along with any copies of certificates, if applicable.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. Helen's Agency is hereby authorized to make any investigations of my prior education, employment, and criminal history.

**How did you hear of our agency?** \_\_\_\_\_

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