



Growing Spaces

Where life thrives.

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE ALL PAGES DATE _____

Name _____

Last First Middle Maiden

Present address _____

Number Street City State Zip

How long have you lived in Pagosa _____ Social Security No. ____ - ____ - ____

Home phone (____) _____ Cell phone (____) _____ Email Address: _____

Date and Place of Birth: _____

Position applied for (1) _____ Days/hours available to work
 and wage desired (2) _____
 (Be specific) No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

Based on previous work experience, what has been your favorite type of work and why?

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	Bookkeeping	<input type="checkbox"/> Yes <input type="checkbox"/> No	What Type of Experience _____
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	PC Mac	Please check all you are familiar with: Microsoft Word _____ Publisher _____, Excel _____, Access _____, QuickBooks _____, EBay _____, Mozilla/IE _____, Outlook/Pegasus _____, Buying Online _____, Creating shipping labels online _____		
			How comfortable are you with doing internet research? _____		
			How comfortable are you with learning new programs? _____		

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Please also list your hopes for this position.

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Do you have health insurance? Yes No

Are you willing to sign a non-disclosure agreement? Yes No

What do you enjoy doing in your spare time _____

EMPLOYMENT HISTORY

Please list your work experience for the **past three years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Thank you for taking the time!