



P.O. Box 4267  
Warren, NJ 07059

**APPLICATION FOR EMPLOYMENT**

908-668-7300

**PERSONAL INFORMATION**

PLEASE PRINT

DATE \_\_\_\_\_

LAST NAME		FIRST	MIDDLE	SOCIAL SECURITY NUMBER	
PRESENT ADDRESS	STREET ADDRESS		APT. OR BOX NO.	CITY	STATE ZIP
TELEPHONE NUMBER	HOME ( )	BUSINESS ( )		ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO ALIEN REG. NO. _____	

**GENERAL INFORMATION**

Email Address \_\_\_\_\_

ARE YOU A SMOKER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU SEEKING <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART TIME WORK?	DESIRED POSITION	SALARY DESIRED
ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW DID YOU HEAR ABOUT PREFERRED?		
HAVE YOU EVER BEEN CONVICTED OF A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN.			

**EDUCATION**

NAME OF SCHOOL	CITY	STATE	ZIP	MAJOR	DATES ATTENDED		DEGREE
					FROM	TO	

**EMPLOYMENT HISTORY**

BEGINNING WITH PRESENT OR LAST EMPLOYER, LIST FULL OR PART-TIME WORK, INCLUDING U.S. MILITARY SERVICE.

FROM	COMPANY NAME & ADDRESS	ANNUAL SALARY
TO	TELEPHONE NO. SUPERVISOR	REASON FOR LEAVING
YOUR JOB TITLE AND DUTIES		
FROM	COMPANY NAME & ADDRESS	ANNUAL SALARY
TO	TELEPHONE NO. SUPERVISOR	REASON FOR LEAVING
YOUR JOB TITLE AND DUTIES		

**EMPLOYMENT HISTORY (Continued)**

FROM	COMPANY NAME & ADDRESS	ANNUAL SALARY
TO	TELEPHONE NO. SUPERVISOR	REASON FOR LEAVING
YOUR JOB TITLE AND DUTIES		
FROM	COMPANY NAME & ADDRESS	ANNUAL SALARY
TO	TELEPHONE NO. SUPERVISOR	REASON FOR LEAVING
YOUR JOB TITLE AND DUTIES		
MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER WORKED UNDER A DIFFERENT NAME FOR ANY OF THE ABOVE COMPANIES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE NAME	

**SPECIAL SKILLS**

WHAT OFFICE SKILLS DO YOU HAVE AND WHAT BUSINESS MACHINES CAN YOU OPERATE?  
(e.g. STENO, DICTAPHONE, CRT, WORD PROCESSOR, TYPES OF SOFTWARE, etc.)

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**REFERENCES**

LIST THREE REFERENCES (These references may not be relatives)

NAME	OCCUPATION	TELEPHONE NUMBER

LIST ALL OTHER COMPANIES TO WHICH YOU HAVE RECENTLY APPLIED.

COMPANY NAME	ADDRESS	RESULTS

**PLEASE NOTE:**

I declare the above information to be to the best of my knowledge and belief an accurate statement of fact. I understand that the making of any false statements will be sufficient grounds for Preferred Placement Services, Inc. to deny me placement services.

I hereby authorize Preferred Placement Services, Inc. to make any investigation of my background deemed necessary. I further authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply all information concerning my background and to furnish reports thereon.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_