



Employee Application Form

Date _____

Every person entering Greenville Preparatory Academy has the opportunity to become a successful and permanent member of our organization. Our experience has shown that a basic qualifications is essential for such success. This detailed application form is intended to assist you in presenting those facts about yourself which will enable us to evaluate your possibilities. Please consider each question carefully and give us all the information requested. It will of course, be kept completely confidential. This application must be accompanied **with two references letters, a police record, 1passport photo and a copy of your passport.**

Please print everything carefully.

Name _____

Nationality _____

P.O. Box _____

Telephone _____

Email _____

Date of Birth _____

Citizen of _____

Height _____ Weight _____ Colour of hair _____

Colour of skin _____ Colour of eyes _____

Marital Status: **Single**() **Married**() **Divorced**() **Separated**() **Widower** ()

Do you have any children? _____ If yes how many? _____

What are their ages? _____

Notify in an emergency _____ Telephone _____

Have you ever been convicted of a felony or crime? _____

If Yes Describe _____

Are you presently employed? _____

If yes where and for how long? _____

What position are you applying for? _____

Rate of pay expected _____

What are your hobbies or favorite activities? _____

What special skill or talent do you have? _____

Do you have any sickness? _____

If yes Describe _____

Work Experience

Starting with your present or most recent employment, please provide information on the last two jobs you have held.

Employer _____

Dates Worked _____ to _____

Address _____ Job Title _____

Manager _____ Telephone _____

Weekly Salary _____

Reason for leaving _____

Employer _____

Dates Worked _____ to _____

Address _____ Job Title _____

Manager _____ Telephone _____

Weekly Salary _____

Reason for leaving _____

Which of these two jobs you liked best? _____

What did you like most about this job? _____

I agree that the entire contents of this application form, as well as the report of any such examination, may be used by the company in whatever manner it may wish. I agree if employed to:

1. Give the company a two week notice of intention to resign.
2. To join such insurance & pension funds as it may be available to me from time to time.

No one shall be considered for full time employment who is not 18 years of age or older. Ages 15 - 17 could be considered for summer or part-time employment. I agree not to join any workers union while I am employed at this company.

I further understand that any false answers or statements made by me on this application or any supplement there to, will be sufficient grounds for immediate discharge.

Applicants Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____

Accepted () Denied () Date _____