

# Rosenberg & Rosenberg, P.A.

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_  
Have you ever been arrested or convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

**AUTHORIZATION**

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED; FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR TERMINATION FOR CAUSE AND BAR ME FROM COLLECTING UNEMPLOYMENT AS MY LYING IS AN INTENTIONAL ACT TO DECEIVE THE FIRM SO I COULD OBTAIN EMPLOYMENT WHICH IS A WILLFULL AND WANTON DISREGARD FOR THE EMPLOYER'S INTEREST.

I AUTHORIZE INVESTIGATION, (BACKGROUND SEARH) OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

IF TERMINATED FOR ANY REASON, I GIVE MY PERMISSION (CONSENT) TO RELEASE ANY AND ALL INFORMATION ABOUT ME AND MY JOB PERFORMANCE, TO ANY PROSPECTIVE EMPLOYER(S) THAT I MAY APPLY TO FOR EMPLOYMENT AND WILL HOLD ROSENBERG & ROSENBERG, P.A., AND ANY OF THEIR AGENTS OR EMPLOYEES HARMLESS FROM ANY AND ALL LIABILITY FOR DIVULGING THIS INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY THE ADMINISTRATOR OR ONE OF THE PARTNERS.

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

**TO BE COMPLETED BY EMPLOYER**

REFERENCE #1 NAME \_\_\_\_\_

DATE \_\_\_\_\_

HIRE YES \_\_\_\_\_ NO \_\_\_\_\_ WOULD NOT

SAY \_\_\_\_\_ REMARKS \_\_\_\_\_

REFERENCE #2 NAME \_\_\_\_\_

DATE \_\_\_\_\_

HIRE YES \_\_\_\_\_ NO \_\_\_\_\_ WOULD NOT

SAY \_\_\_\_\_ REMARKS \_\_\_\_\_

REFERENCE #3 NAME \_\_\_\_\_

DATE \_\_\_\_\_

HIRE YES \_\_\_\_\_ NO \_\_\_\_\_ WOULD NOT

SAY \_\_\_\_\_ REMARKS \_\_\_\_\_

IF ADDITIONAL SPACE IS NEEDED USE THE BACK OF THIS PAGE

INTERVIEWED

BY \_\_\_\_\_ DATE \_\_\_\_\_

SECOND INTERVIEW

BY \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NEATNESS 1 2 3 4 5 PERSONALITY 1 2 3 4 5 ABILITY 1 2 3  
4 5 CHARACTER 1 2 3 4 5

RECOMMEND FOR HIRE YES / / NO / / FOR  
DEPARTMENT \_\_\_\_\_

POSITION  
WAGE

START DATE

STARTING

ANY SPECIAL CONDITIONS OR  
CONSIDERATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last update 2/10/2012