



MIRAMONT

APPLICATION FOR EMPLOYMENT

We are pleased that you are interested in applying for a position with our Company. This company does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; or on the basis of age against persons 40 and over or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the Company makes no commitment of employment to the applicant. This application will remain active for 45 days.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

The "at will" provision cannot be modified in any manner, either expressly or impliedly, except in written form signed by the Company's chairman or president and by you.

Signature of Applicant

Date

BASIC INFORMATION: Please PRINT IN INK

Name: _____ Social Security Number _____ / _____ / _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ E-mail: _____ Are you 18 years of age or older? _____

At what telephone number can you be reached during the day? () _____

Position Applied for: _____ Location: _____

Full Time Part Time Summer Other If Part Time, Hours Available _____

Salary Requirement: _____ Date Available: _____

How were you referred to us? _____

Do you have any friends or relatives working here? Yes No

If yes, please name and indicate relationship _____

For purposes of verifying past employment or school attended, please indicate if you have been known by a different name.

SKILLS:

- Keyboard/Typewriter Alpha _____ WPM
- Keyboard Numeric _____ Touch _____ Sight
- 10-Key _____ Touch _____ Sight
- Data entry
- Switchboard _____ (Number of Lines)
- Other: _____
- Teller Systems: _____

COMPUTER (Experience/Skills):

Software (to include Word Processing, Spreadsheet, Database or other applications): _____

Hardware: _____

Programming: _____

Operating Systems: _____

Other: _____

EDUCATION:

Name	Address	Major Course/Subject	Circle Last Year Completed	Did you graduate?	Degree
High School/Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		
Other (Describe)					

If you did not graduate, why did you leave school or college? _____

Are you planning to pursue further studies? Yes _____ No _____ Day School _____ Night School _____

If so, when, where, and what courses? _____

Schedule (if attending school) _____

INTERESTS: Use the space below to describe your interest in the Company and the skills and aptitudes that you feel qualify you for a position at this Institution. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting and the like.) If you need more space, please continue on a separate sheet.

INFORMATION on a resume is not a substitute for the information requested below. **Please complete in detail. Applications that are not complete will be disqualified.** List all previous employers. An additional sheet for work history has been provided if necessary.

WORK HISTORY: Start with your present or most recent job. List self-employment, summer and part-time jobs. Be sure to indicate which positions are part-time. Include only employers located in the United States.

1 Company		Address		Telephone
Date Employed From _____ To _____	Job Title	PT <input type="checkbox"/> FT <input type="checkbox"/>	Starting Salary	Ending or Current Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time				Supervisor
				Reason for leaving

2 Company		Address		Telephone
Date Employed From _____ To _____	Job Title	PT <input type="checkbox"/> FT <input type="checkbox"/>	Starting Salary	Ending or Current Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time				Supervisor
				Reason for leaving

3 Company		Address		Telephone
Date Employed From _____ To _____	Job Title	PT <input type="checkbox"/> FT <input type="checkbox"/>	Starting Salary	Ending or Current Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time				Supervisor
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Date Employed From _____ To _____	Job Title	PT <input type="checkbox"/> FT <input type="checkbox"/>	Starting Salary	Ending or Current Salary
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				Reason for leaving

May we contact the above employers for reference checking purposes? _____

Please identify by number, any employer you do not wish us to contact. _____

***Any additional history may be included on the back of this sheet.**

