



www.The Comfort Zone™.com

10115 Transportation Way - Cincinnati OH 45246
513-942-9663 or E-mail jimq@thecomfortzone.com

EMPLOYMENT APPLICATION

If you need any help to complete this application, please notify the person who gave you this form.
Every effort will be made to have someone help you in a reasonable amount of time.

IT IS OUR POLICY TO SEEK AND EMPLOY THE BEST QUALIFIED PERSONNEL AND TO CONSIDER ALL APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR DISABILITY THAT CAN BE REASONABLY ACCOMMODATED WITHOUT UNDUE HARDSHIP.

READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

I understand that neither this completed application nor a commitment of employment if made, constitutes a contact of employment. Further, that if I am hired my employment will be at-will, meaning that either myself or my employer may terminate the employment relationship at any time, with or without cause and with or without notice.

I further release and agree to hold harmless this organization and all parties providing information from all liability for any claims or damage that may result from furnishing such information to you. The information I will give on this application will be true and complete to the best of my knowledge and belief, with my understanding that any false information given now or at any interview will be sufficient reason for immediate dismissal.

SIGNATURE OF APPLICANT: _____ DATE OF APPLICATION: _____

Name: Last First Middle Initial

Present Address: Street City State Zip

Social Security No: _____ Position Applied For: _____

Home Phone No: _____ Salary Expected: _____ Date Available: _____
Regular Part Time Seasonal/Temporary

PERSONAL DATA

Are You 18 Years of Age or Over? Yes No
If under 18, do you have a work permit? Yes No
Have you ever worked for us before? Yes No
If Yes, list dates: _____
Do you have a legal right to work in the USA? Yes No
Have you ever been convicted of a felony within the last seven (7) years? Yes No

Please explain (Conviction will not necessarily disqualify an applicant from employment.) _____

How were you referred to us? _____

EDUCATIONAL DATA

Completed? Grade School Yes No Completed? High School Yes No

Name/Location of High School: _____

College(s): _____ Years Completed 1 2 3 4 5 6 Certificates/Degrees Held: _____

_____ Years Completed 1 2 3 4 5 6 Certificates/Degrees Held: _____

Other Education: _____

U.S. Armed Forces Service? Yes No Branch: _____ Rank: _____

Special Skills/Training: _____

WORK HISTORY

(Ask for additional paper to list all employers.)

List Names of Former Employers:

A. Name B. Phone No. C. Address--City/State/Zip

Latest Position First: _____

Position: _____ Dates: _____ Salary Reason for Leaving

A. _____ from: _____ start _____ May we contact your present employer?
 B. _____ to: _____ _____ Yes No

C. _____ _____ Present or ending _____ Person to Contact: _____

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 B. _____ to: _____ _____ Yes No

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A. _____ from: _____ start _____ May we contact your present employer?
 B. _____ to: _____ _____ Yes No

C. _____ _____ Present or ending _____ Person to Contact: _____

USE THIS SPACE TO PROVIDE REFERENCES AND ADDITIONAL INFORMATION THAT WILL HELP US CONSIDER YOUR APPLICATION

Please list three references with names, their relationship to you and their phone numbers, including area codes.

1. Name: _____ Relation: _____ Phone Number: (____) _____

2. Name: _____ Relation: _____ Phone Number: (____) _____

3. Name: _____ Relation: _____ Phone Number: (____) _____

Summarize any special job-related skills, qualifications or educational experiences. Include any additional information which you believe will be helpful in considering your application for employment
