

SpaceBound, Inc.

EMPLOYMENT APPLICATION

Interview Date: ____/____/____ Interview Time: ____:____ AM/PM

Applicant's Full Name: _____
[First] [Last] [M.I.]

Cell Number: (____)_____

Alternate Contact Number: (____)_____

How did you hear about us?

- ____ Rural Urban
- ____ Morning Journal
- ____ Plain Dealer
- ____ Chronicle
- ____ Monster.com
- ____ Other Please Specify: _____

Which position are you applying for?

- ____ Customer Service / Tech Support / Assistant / Executive Assistant
- ____ Warehouse
- ____ Accounting
- ____ Marketing
- ____ Sales
- ____ IT
- ____ Cleaning or Maintenance
- ____ Other Please Specify: _____

Comments:

Application for Employment (This portion must be completed even if a resume was submitted)

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and or interview process should contact a representative of the Personnel Department.

PLEASE PRINT

Position(s) applied for: _____

Referral Source Advertisement Employee Relative Government employment agency
 Walk-in Private Employment Agency Other _____

Name of Source (if applicable): _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

If necessary, best time to call you at home..... _____: _____ am / pm

May we contact you at work?..... YES NO

If yes, work number and best time to call..... (____) _____: _____ am / pm

If you are under 18, can you furnish a work permit? YES NO

Have you filed an application here before?..... YES NO

If yes, give date..... ____/____/____

Have you ever been employed by this company before? YES NO

If yes, give dates..... From: ____/____/____ To: ____/____/____

Are you eligible for employment in this country?..... YES NO

Date available for work ____/____/____

Type of employment desired Full-Time Part -Time Temporary Seasonal Co-Op

Are you on layoff and subject to recall? YES NO

Will you relocate if the job requires it? YES NO Will you travel if required by job? YES NO

Are you able to meet the attendance requirements of the position? YES NO

Will you work overtime if required? YES NO

Are there any restrictions that would inhibit you from doing the job based on the qualifications: ... YES NO

If yes, please explain: _____

Have you ever been bonded? YES NO

Have you been convicted of a felony in the last seven (7) years? YES NO
(Such conviction may be relevant if job related, but does not bar you from employment)

If yes, please explain: _____

Driver's license number (if job related) _____ State _____

EMPLOYMENT HISTORY

[All areas in each section must be completed] **List your last three (3) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.**

1. Employer Current Telephone No. w/ Area Code Address

Dates Employed (From/To) Year Must be Included Hourly Rate/Salary (Starting) Hourly Rate/Salary (Final)

Job Title

Immediate Supervisor's Name and Title Reason for leaving (please provide reason)

Summarize the nature of the work performed and the job responsibilities: _____

May we contact for reference? YES NO If yes, phone number: (_____) _____

2. Employer Current Telephone No. w/ Area Code Address

Dates Employed (From/To) Year Must be Included Hourly Rate/Salary (Starting) Hourly Rate/Salary (Final)

Job Title

Immediate Supervisor's Name and Title Reason for leaving (please provide reason)

Summarize the nature of the work performed and the job responsibilities: _____

May we contact for reference? YES NO If yes, phone number: (_____) _____

3. Employer Current Telephone No. w/ Area Code Address

Dates Employed (From/To) Year Must be Included Hourly Rate/Salary (Starting) Hourly Rate/Salary (Final)

Job Title

Immediate Supervisor's Name and Title Reason for leaving (please provide reason)

Summarize the nature of the work performed and the job responsibilities: _____

May we contact for reference? YES NO If yes, phone number: (_____) _____

Comments (including explanation of any gaps in employment): _____

Skills and qualifications:
 Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position in which you are applying: _____

EDUCATIONAL BACKGROUND

List last three (3) schools attended, starting with most recent.

| <u>Schools</u> | <u>Years completed</u> | <u>Degree/Diploma</u> | <u>GPA/class rank</u> | <u>Major</u> | <u>Minor</u> |
|----------------|------------------------|-----------------------|-----------------------|--------------|--------------|
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| | | | | | |

List any foreign language(s) you know and check the boxes that describe your skill level.

| <u>Language</u> | <u>Speak Some</u> | <u>Speak Fluently</u> | <u>Read</u> | <u>Write</u> |
|-----------------|-------------------|-----------------------|-------------|--------------|
| | | | | |
| | | | | |

REFERENCES

List name and telephone number of three business/work references that are *not* related to you and are **not** previous supervisors. If not applicable, list three school or personal references that are **not** related to you.

| <u>Name</u> | <u>Telephone No. w/ Area Code</u> | <u>Years Known</u> | <u>Relationship</u> |
|-------------|-----------------------------------|--------------------|---------------------|
| | | | |
| | | | |
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List professional, trade, business, or civic associations and any offices held (Exclude memberships, which would reveal sex, race, religion. National origin, age, color, disability or other protected status.)

| <u>Organization</u> | <u>Office Held</u> |
|---------------------|--------------------|
| | |
| | |

List special accomplishments, publications, awards (Exclude information, which would reveal sex, race, religion. National origin, age, color, disability or other protected status.)

List any other information you would like us to consider:
