



APPLICATION FOR EMPLOYMENT

Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone Number: _____ Email: _____

Employment Desired

Position Desired: _____ Date you can Start: _____ Salary Desired: _____

Education

High School: _____ Degree: Yes No

College: _____ Degree: Yes No

Trade/Business School: _____

Certifications/Training/Special Skills Related to the Position: _____

US Military or Naval Service: _____ Rank: _____

Work Experience (starting with the most recent)

DATES	COMPANY	PHONE/SUPERVISOR	SALARY	POSITION/DUTIES	REASON FOR LEAVING

General

Are you eligible for employment in the United States? Yes No
Have you ever been convicted of a felony? Yes No
(Felony Conviction may not automatically exclude you from consideration)

If yes, please describe the offence:

References – Information for 3 people not related to you, who know your qualifications.

NAME	PHONE NUMBER	BUSINESS/RELATIONSHIP	YEARS KNOWN

Emergency Contact

Name Phone Number Relationship

Release of Credit Information

I hereby authorize Coastal Human Resource Group, Inc., to make inquiry into, investigate and examine any and all records that may relate to my current or past credit worthiness; such information to include (but not limited to) a retail credit report provided by any of the commercial credit reporting companies and hold harmless each and every person, company or other party that may provide the aforementioned credit information to Coastal Human Resource Group, Inc.

Signature Date

Privacy Act

I understand that I may request and receive a copy of any and all information, reports or other materials secured by Coastal HR Group as a result of any authorized background check. A copy will be provided to me by Coastal HR Group (at no charge) upon my written request.

Signature Date

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 dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and 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 the utilization of such 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 an authorized company representative.”

Signature Date