JENKINS
MANAGEMENT
SOLUTIONS LLC

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: _____   Desired Salary $ _____   _____

Position Applied for: _____

	YES	NO		YES	NO
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 an Association? ☐ YES ☐ NO   If so, when? _____

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: _____

                                              YES   NO

May we contact your previous supervisor for a reference? ☐   ☐

Company: _____ Phone: (_____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

                                              YES   NO

May we contact your previous supervisor for a reference? ☐   ☐

Company: _____ Phone: (_____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

                                              YES   NO

May we contact your previous supervisor for a reference? ☐   ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____