

JOB APPLICATION

Polk International
3701 S George Mason Dr, Unit 2504N
Falls Church, VA 22041
(571) 347-7053

Polk International is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Application Information

Applicant Full Name: _____

Address: _____

City, State, and Zip Code _____

Telephone Number: _____ Email Address: _____

Date of Application: _____

Employment Position applying for: Front Desk Concierge

How did you hear about this position? _____

What days are you available for work? _____

What hours or shift are you available for work? _____

If needed, are you available to work overtime? _____ On what date can you start working if hired? _____

Do you have reliable transportation to and from work? _____ Salary desired: \$ _____ Hr.

Personal Information

Have you ever applied to or worked for Polk International before? Yes ___ No ___

If yes, when? _____

Do you have any friends, relatives, or acquaintances working for Polk International? Yes ___ No ___

If yes, state name & relationship: _____

Are you 18 years of age or older? _____ Are you a U.S. citizen or approved to work in the United States? _____

What document can you provide as proof of citizenship or legal status? _____

Will you consent to a controlled substance test? _____ Do you have any condition which would require job accommodations? _____

If yes, please describe accommodations required: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? _____

If yes, please state the nature of the crime(s), when and where convicted and disposition of each case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Polk International complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School Name: _____ Location (City, State) _____ Year Graduated _____
College/University: _____ Location (City, State) _____ Year Graduated _____
Vocational School: _____ Location (City, State) _____ Year Graduated _____

Military:

Are you a member of the Armed Services? _____ What Branch _____
What was your military rank when discharged? _____ How many years did you serve? _____
What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name: _____ **Employer Telephone:** _____
Job Title: _____ **Supervisor Name:** _____
Employer Address: _____
City, State and Zip Code: _____
Dates Employed: (Start Date) _____ **(End Date)** _____
Reason for leaving: _____

Employer Name: _____ **Employer Telephone:** _____
Job Title: _____ **Supervisor Name:** _____
Employer Address: _____
City, State and Zip Code: _____
Dates Employed: (Start Date) _____ **(End Date)** _____
Reason for leaving: _____

Employer Name: _____ **Employer Telephone:** _____
Job Title: _____ **Supervisor Name:** _____
Employer Address: _____
City, State and Zip Code: _____
Dates Employed: (Start Date) _____ **(End Date)** _____
Reason for leaving: _____

References

Please provide 3 personal and professional references below:

Reference: _____ **Contact Information** _____
Reference: _____ **Contact Information** _____
Reference: _____ **Contact Information** _____

Additional Information:

Do you have previous experience as a front desk concierge? _____

AT-WILL EMPLOYMENT

The relationship between you and Polk International is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Polk International. No representative of Polk International has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: _____ Dated: _____