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NORTH AMERICAN DIRECTORY SERVICES

PERSONAL INFORMATION

DATE _____

NAME _____
LAST FIRST MIDDLE

SOCIAL SECURITY # _____

PRESENT ADDRESS _____
STREET CITY STATE

PERMANENT ADDRESS _____
STREET CITY STATE

PHONE NO. _____ HOW MET _____

RECRUITING AS: **Account Executive** DATE YOU CAN START _____ INCOME DESIRED _____

ARE YOU EMPLOYED? _____ IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHEN? _____

EDUCATION

	NAME AND LOCATION OF SCHOOL	* YEARS* ATTENDED	DATE GRADUATED	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? _____ READ _____ WRITE _____

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

PHYSICAL RECORD

CAN YOU PERFORM ALL THE PARTS OF THE JOB FOR WHICH YOU ARE BEING CONSIDERED? IF NOT, PLEASE DESCRIBE THE THINGS YOU CANNOT DO AND DESCRIBE ANYTHING THE COMPANY COULD DO SO YOU WOULD BE ABLE TO PERFORM ALL THE PARTS OF THE JOB

NAME _____ ADDRESS _____ PHONE # _____

IN CASE OF EMERGENCY NOTIFY _____

FORMER EMPLOYERS

LIST THE LAST FOUR EMPLOYERS STARTING WITH THE LAST ONE FIRST

DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING	PHONE #
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

BUSINESS REFERENCES

NAME	ADDRESS	BUSINESS	PHONE

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL OR NON-HIRE. THE COMPANY WILL USE YOUR AUTHORIZATION TO HAVE A THIRD PARTY PERFORM A CRIMINAL BACKGROUND CHECK. I AFFIRMATIVELY REPRESENT ALL THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION AND WILL PROVIDE IN SEEKING EMPLOYMENT WITH THE COMPANY IS TRUTHFUL AND COMPLETE. I AGREE THAT IF I PROVIDE FALSE INFORMATION, CONCEAL INFORMATION, OR CAUSE OR AUTHORIZE ANYONE ELSE TO PROVIDE FALSE INFORMATION OR CONCEAL INFORMATION, THE COMPANY WILL HAVE NO LIABILITY FOR HIRING ME BASED ON FALSE OR INCOMPLETE INFORMATION. I AGREE THAT THE COMPANY MAY MAKE SUCH INQUIRIES OF ME, MY REFERENCES, PRIOR EMPLOYERS, OR THIRD PARTIES TO VERIFY INFORMATION PROVIDED.

DATE _____ SIGNATURE _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES ____ NO ____ PLEASE PROVIDE THE FOLLOWING INFORMATION (1) CHARGE, (2) CONVICTION DATE,, (3) SENTENCE OR ACTION TAKEN

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS - Office Use Only

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED _____ FOR DEPT. _____ POSITION _____ WILL START _____ COMMISSION _____