

Curtis Blakely & Co., P.C.

Professional Employment Application

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)
“CURTIS BLAKELY & Co., P.C. IS A SMOKE FREE WORK PLACE.”

PERSONAL INFORMATION			DATE
NAME			
LAST	FIRST	MIDDLE	
PRESENT ADDRESS			
STREET	CITY	STATE	ZIP
PERMANENT ADDRESS			
STREET	CITY	STATE	ZIP
PHONE NO.	ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
EMPLOYMENT DESIRED			
POSITION	DATE YOU CAN START	SALARY DESIRED	
ARE YOU EMPLOYED NOW?	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?	
HAVE YOU EVER BEEN CONVICTED, OR PLED GUILTY OR NO CONTEST TO A FELONY OFFENSE? YES <input type="checkbox"/> OR NO <input type="checkbox"/> IF SO, PLEASE EXPLAIN. IMPORTANT: FOR PURPOSES OF EMPLOYMENT WITH CURTIS BLAKELY & CO., P.C., “CONVICTIONS” INCLUDE SENTENCED TO CONFINEMENT, PAID FINE, TIME SERVED, PLACED ON PROBATION (INCLUDING DEFERRED ADJUDICATION) AND COURT-ORDERED RESTITUTION.			

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL
SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

U S MILITARY OR
NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN
NATIONAL GUARD OR RESERVES

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST.)

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

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

I _____ AGREE TO IMMEDIATELY NOTIFY CURTIS BLAKELY & CO., P.C. IF I AM CONVICTED OF, RECEIVE DEFERRED ADJUDICATION IN, OR OTHERWISE PLEAD GUILTY OR NO CONTEST TO A FELONY, OR ANY CRIME INVOLVING DISHONESTY OR A BREACH OF TRUST, WHILE MY APPLICATION IS PENDING OR DURING MY PERIOD OF EMPLOYMENT, IF HIRED.

“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 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 all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.”

Date

Signature

Employment with Curtis Blakely & Co., P.C. is at will and may be terminated by either the Company or the employee at any time with or without cause.

No one other than the President of the Company has the authority to alter the at will status of any employee, and this may only be done in writing.

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____

DATE _____

HIRED YES NO

POSITION _____

DEPT. _____

SALARY/WAGE _____

DATE REPORTING TO WORK _____

APPROVED: 1 _____

EMPLOYMENT MANAGER

2. _____

DEPT. HEAD

3. _____

GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.

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