

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_  
Street City/State Zip

Contact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone Email

*How did you learn about our company?*

POSITION SOUGHT: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_ Are you currently employed? \_\_\_\_\_  
Hourly or Salary

## EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Metro Maintenance, Inc. / Simmons and Harris, Inc.  
1175 Jeffreys Road  
P. O. Box 1398  
Rocky Mount, NC 27802-1398

I/We authorize Metro Maintenance, Inc. / Simmons and Harris, Inc. to verify information contained in my/our application and seek any other information in connection with determining whether or not to enter into an arrangement for which I/we make application.

Metro Maintenance, Inc. / Simmons and Harris, Inc. may address this authorization to any party named in the application and to any other such parties as Metro Maintenance, Inc. / Simmons and Harris, Inc. deems appropriate. I/We authorize such parties to provide Metro Maintenance, Inc. / Simmons and Harris, Inc. with any information and documentation they request. Such information includes but is not limited to employment history, income, banking information, account balances, credit history, and copies of income tax returns.

I/We hereby consent to allow Metro Maintenance, Inc. / Simmons and Harris, Inc. and its agents and representatives to conduct a comprehensive review of my/our background through a consumer credit report and/or a criminal background report. I/We understand that the scope of the consumer credit report/criminal background report may include, but is not limited to, the following areas: verification of social security number, current and previous residences, credit history and reports, criminal history records from any criminal justice agency in any or all federal, state, and county jurisdictions, motor vehicle records to include traffic citations and registration, and any other public records. Metro Maintenance, Inc. / Simmons and Harris, Inc. shall have a continuing right to obtain and review subsequent reports.

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(applicant)

(date)

(social security number)

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(applicant)

(date)

(social security number)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

**Applicant Questionnaire:**

Please complete in sentence form.

1. What is your educational background? Describe in details:

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2. Do you have skills that will help you in the job for which you are applying? Please describe in details.

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3. What are your personality strengths?

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4. What are your personality weaknesses?

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5. What are your career goals?

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6. What do you do for Fun? Hobbies? Sports? Etc.?

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