



## Employment Application

Please provide complete, accurate and legible information. An incomplete application may affect your consideration for employment.

Doyenne Group, Inc. is committed to a policy of Equal Employment Opportunity and will not discriminate against any applicant or employee on the basis of race, color, religion, creed, national origin, or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, gender identity, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state and local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal opportunity without imposing undue hardship on Doyenne Group, Inc. Please inform the Hiring Manager if you need assistance completing any forms or to otherwise participate in the application process.

### General Information:

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

Address: \_\_\_\_\_

Preferred phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Position desired: \_\_\_\_\_ How did you hear about us: \_\_\_\_\_

When are you available to work?  Mornings  Afternoons  Evenings  Weekends  Anytime

Number of hours per week available to work: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

Are you at least 18 years old?  Yes  No Are you legally authorized to work in the U.S.?  Yes  No

Have you ever been convicted of a crime or are you subject to any pending arrests?  Yes  No

If so, please explain the circumstances of the conviction/s and the appropriate date/s:

\_\_\_\_\_

Have you ever been discharged or asked to resign from any position?  Yes  No

If Yes, please explain:

\_\_\_\_\_

***Any affirmative responses will not necessary be a bar to employment and will be considered on a case by case basis.***

**Education History:**

School Attended	City, State	Years Attended	Degree Received

**Employment History:**

Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for leaving : \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's name & phone number: \_\_\_\_\_ May we contact them? Yes No

Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's name & phone number: \_\_\_\_\_ May we contact them? Yes No

Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's name & phone number: \_\_\_\_\_ May we contact them? Yes No

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**References:**

Name	Company & Title	Contact Information	Relationship

By clicking this box, I certify that all information and answers provided herein are true and complete to the best of my knowledge. Further, I authorize contact of my past supervisors and references, as well as investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Finally, I understand that false or misleading information given in this application, related communications, or interviews may result in disqualification as a candidate, rescission of an offer of employment, or termination of employment.

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

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