

Employment Application

Position applying for: _____ Job posting number: _____ Where did you see this job posting: _____

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit # City State Zip

Phone: _____ Email: _____

Are you less than 18? (Yi Fang complies with all applicable federal, state and local employment laws and regulations.) YES NO

Date Available (When can you start?): _____ SSN will be collected over the phone
 Social Security No.: **DO NOT ENTER ONLINE** _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Yi Fang? YES NO If yes, when and which location? _____

Have you ever been convicted of a felony (in last 7 years)? YES NO If yes, explain: _____

Availability (10am-9pm)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Minimum weekly hours: _____ Desired weekly hours: _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

List relevant skills: _____

References (Whom you have known more than 1 year) Please List 3 professional references

Full Name: _____ Relationship: _____
Company and Address: _____ Phone: _____

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Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

By signing this application, I authorize Yi Fang to perform any and all verifications based upon information provided including applicable background check and I further authorize the persons, employers, schools and organizations listed on this application to provide Yi Fang any information concerning my present and past employment and other relevant information.

Signature: _____ Date: _____