GLENNIE'S OFFICE PRODUCTS INC.

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e-mail Jobs@glenniesop.com www.glenniesop.com – click Jobs
Phone 760-747-0701 Fax 760-466-1011

# Employment Application Position ID:

(e-mail: save to your computer, then e-mail it to **jobs@glenniesop.com** Fax: print, complete and fax to 760-466-1011)

## Applicant Information

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

Address: _____
*Street Address* *Apartment/Unit #*

_____
*City* *State* *ZIP Code*

Phone: **( )** E-mail Address:

Date Available: Social Security No.: Desired Salary: **$**

Position Applied for:

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 this company? YES ☐ NO ☐ If yes, when?

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain:

## Education

High School: Address:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

College: Address:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

Other: Address:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

## References

*Please list three professional references.*

Full Name: Relationship:

Company: Phone: **( )**

Address:

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Full Name: Relationship:

Company: Phone: **( )**

Address:

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Full Name: Relationship:

Company: Phone: **( )**

Address:

## Employment Application - Continued

### Previous Employment

Company: Phone: ( )

Address: Supervisor:

Job Title: Starting Salary: $ Ending Salary: $

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

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Company: Phone: ( )

Address: Supervisor:

Job Title: Starting Salary: $ Ending Salary: $

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

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Company: Phone: ( )

Address: Supervisor:

Job Title: Starting Salary: $ Ending Salary: $

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Military Service

Branch: From: To:

Rank at Discharge: Type of Discharge:

If other than honorable, explain:

### 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.*

*Prior to employment, candidates must pass a drug test as well as a background check.*

Signature: _____ Date: _____