



Job Application

Position(s) Applied For

Date

Referral Source: ☐ Advertisement ☐ Relative ☐ Walk-in ☐ Employment Agency
☐ Other _____

Personal Information

Name (Last, First, M) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Social Security Number _____

Best time to call _____

May we contact you at work? ☐ Yes ☐ No

Work Number _____

Best time to call _____

If under 18, can you furnish work permit?

☐ Yes ☐ No

Have you ever been employed with Atlantic Tactical?

☐ Yes ☐ No

From _____

To _____

Do have any relatives or friends who are or were employed by Atlantic Tactical? ☐ Yes ☐ No

Name(s): _____

Are you legally eligible for employment in this Country? (Proof of U.S. Citizenship or immigration status will be required upon employment)

☐ Yes ☐ No

Date available for work _____

Type of Employment Desired

☐ Full Time ☐ Part Time

☐ Temporary

☐ Educational Co-Op

Are you on lay-off and subject to recall?

☐ Yes ☐ No

Are you able to meet the attendance requirements?

☐ Yes ☐ No

Will you work overtime if required?

☐ Yes ☐ No

Have you ever been bonded? ☐ Yes ☐ No

Have you been convicted of a felony in the last seven years? ☐ Yes ☐ No

Explain: _____

Education History	Name & Location	Degree
High School		
University/College		
Other		

Employment History (Most current first)	
Employer:	Job Title
Address:	Duties:
Phone:	Reason for Leaving
Employed From: To:	Salary

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References		
Name	Occupation	Telephone
1		
2		
3		

Skills

☐ Calculator

☐ Sales

☐ Shorthand WPM

☐ Other (Explain Below)

☐ Inventory

☐ Typewriter

☐ Retail Sales

☐ Computers (Explain Below – List Software)

The information provided on this application is accurate to the best of my knowledge and subject to verification by this company. I understand I must truthfully answer all the questions on this application. I also understand that if I do not, I may be refused employment, or separated if I am a current company employee.

Signature: _____ Date: _____

For Office Use Only

Interviewer: _____ Date: _____

Comments: _____

☐ Accepted

☐ Not Accepted