



EMPLOYMENT APPLICATION

Please answer ALL questions - do not write, "See Resume." Please PRINT; type or use black or blue ink

PERSONAL			
Last Name	First	Middle Initial	Social Security # (optional)
Other Name(s) Used For Employment/Education			Home Telephone # ()
Address			Cell Phone and/or Message # () ()
Position Applying For			Salary Desired \$ _____ hour / year
How did you hear about this position?			
Have you ever interviewed with Pretend City before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s) and job title(s).	
Have you ever been employed by Pretend City before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s) and job title(s).	
Do you have any relatives employed by Pretend City? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list name(s) and job title(s).	

EDUCATION		
Name & Location of School	Major Studies	Degree, Diploma, License or Certificate Earned
High School:		
College/University:		
College/University:		
Vocational, Business, Other:		

EMPLOYMENT HISTORY

List all employment for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the requested information.

Employed From / /	Employer Name/ Address	Phone #	Starting Salary
Employed Until / /		Supervisor Name/Title	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			
Employed From / /	Employer Name/ Address	Phone #	Starting Salary
Employed Until / /		Supervisor Name/Title	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			
Employed From / /	Employer Name/ Address	Phone #	Starting Salary
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Duties & Responsibilities			
Employed From / /	Employer Name/ Address	Phone #	Starting Salary
Employed Until / /		Supervisor Name/Title	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Do you have any other experience, training, qualifications, or skills that make you especially suited for the position(s) for which you are applying? If yes, please explain:

PROFESSIONAL REFERENCES

Full Name:	Address:	
	Email Address:	
Occupation:	Telephone Number: ()	Years Acquainted:
Full Name:	Address:	
	Email Address:	
Occupation:	Telephone Number: ()	Years Acquainted:
Full Name:	Address:	
	Email Address:	
Occupation:	Telephone Number: ()	Years Acquainted:
If currently employed, may we contact your current employer for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		

GENERAL INFORMATION

Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	If under 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you present proof of your legal right to live and work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of identity and legal authority to work in the United States are conditions of employment.
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, describe the function that cannot be performed.
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? <i>Convictions of marijuana-related offenses that are more than two years old need not be listed.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state nature of the crime(s), when and where convicted and disposition of the case. <i>(Note: No applicant will be denied solely on the grounds of conviction of a criminal offense.)</i>

CERTIFICATION AND AUTHORIZATION

Please read carefully, initial each paragraph, and sign below.

_____ Initials	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
_____ Initials	I hereby authorize Pretend City to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Pretend City any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Pretend City, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
_____ Initials	I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between Pretend City and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on Pretend City unless made in writing, approved by the Board of Directors, and signed by me and Pretend City's designated representative.

Signature of Applicant: _____

Date: _____

Pretend City is an equal opportunity employer and does not discriminate against employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, physical or mental disabilities, medical condition, or sexual orientation.