



W.M.S.J. Co. Application for Employment



Please Note: *We put a lot of weight on how this application is filled out in making our hiring decisions. Answer all of the questions, especially the last one.
If your application is incomplete or illegible you will not be considered for employment.*

Today's Date: _____

Cherry Farm : _____ Sun 'N Air : _____
(Check Off which location you are applying to)

Name: _____
Last First MI

Primary Phone: (_____) _____ - _____

Secondary Phone: (_____) _____ - _____

Email: _____

Address: _____ City: _____

State/Zip: _____ Date of Birth (optional): _____

Positioned Desired: _____ Full Time: _____ Part Time: _____

Date Available to Start: _____ Do You Have Access to Reliable Transportation? _____

EDUCATION

	Name/Location	Years Attended	Graduated
High School			
College			
Other			

**Please attach s resume or a list of other training, certificates or special skills that you possess.*

EMPLOYMENT HISTORY

Please list most recent employer first

Month/Year	Name/Address	Position	Salary	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

Have you ever been discharged by an employer? _____ If yes, please explain with the name of the employer and the reason for termination.

AVAILABILITY

Which of the following times will you normally be available to work?

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Afternoons after School (<i>Mon-Fri</i>) | <input type="checkbox"/> Weekend Nights (<i>Fri, Sat, Sun</i>) |
| <input type="checkbox"/> School Nights (<i>Mon-Thurs</i>) | <input type="checkbox"/> Weekend Days (<i>Sat, Sun</i>) |
| <input type="checkbox"/> Weekdays during Vacations
(Includes Summer) | <input type="checkbox"/> Weeknights during Vacations
(Includes Summer) |

Will you be available to work:

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Easter Sunday | <input type="checkbox"/> Labor Day Weekend |
| <input type="checkbox"/> Mother's Day | <input type="checkbox"/> July 3 rd |
| <input type="checkbox"/> Father's Day | <input type="checkbox"/> July 4 th |
| <input type="checkbox"/> Memorial Day Weekend | |

AVAILABILITY CONTINUED

Ideally, how many hours per work week (Monday thru Sunday) would you want to work?

School Weeks: _____ **hrs** Vacation Weeks (Summer): _____ **hrs**

Please list and provide a reason for any specific days or times when you would generally not be available to work:

If you know you will need extended time off (more than three days off in a row) please provide the dates and reason why:

Is there any date after which you would not be able to work? (i.e. leaving for college).
If Yes, please provide the date and reason why.

Please list any groups you are a member of (sports, activities, church, social, etc):

If hired, what date and days of the week would you be available to start working?

Note: even if you can only work one day in the spring, it helps. If you are not available until after May 1st, please explain. (i.e. College, Sports, etc.)

W.M.S.J. Co. is an Equal Opportunity Employer.

Are you legally authorized to work in the USA? **YES** _____ **NO** _____
(Proof of eligibility will be required upon employment.)

Are you under the age of 16 years? **YES** _____ **NO** _____
If Yes, you must provide W.M.S.J. Co. with a Work Permit upon employment

Have you ever been employed with us before? **YES** _____ **NO** _____
If Yes, please state dates, department worked in and reason for leaving:

W.M.S.J. Co. does not tolerate sexual harassment in the work place. Upon employment, you will be required to sign a receipt of our sexual harassment policy.

OFFICE USE ONLY

Date Application Received: _____ Date of Follow Up: _____

Date of Interview: _____ Date of Hire: _____

Position: _____ Salary: _____ Start Date: _____

Schedule Available: _____

Other Notes: _____
