



phone (478) 477-5552 fax (478) 474-8876

DATE \_\_\_\_\_

**JOB APPLICANT DATA**

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

OTHER NAMES, NICKNAMES OR ALASISES \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK, CELL OR PAGER # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PREFERRED CONTACT # \_\_\_\_\_

TYPE POSITION (S) YOU ARE SEEKING: (1) \_\_\_\_\_ (2) \_\_\_\_\_

SALARY REQUIRED: \_\_\_\_\_ BENEFITS REQUIRED: \_\_\_\_\_

ARE YOU WILLING TO RELOCATE & WHERE ? \_\_\_\_\_

WILLING TO TRAVEL? IF SO HOW OFTEN & HOW FAR? \_\_\_\_\_

**Educational Data**

<u>School</u>	<u>Address &amp; Phone</u>	<u># of Years Completed</u>	<u>Degree</u>	<u>Major</u>
<u>College</u>				
<u>Graduate School</u>				
<u>Trade, Business, Night or Correspondence</u>				
<u>Other</u>				

Additional Certifications and/or Training: \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF OR PLED NO CONTEST TO ANYTHING OTHER THAN A NON-FELONY TRAFFIC VIOLATION AND IF SO PLEASE DESCRIBE IN FULL AND GIVE DATE AND PLACE OF THE CONVICTION: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY (Please Show Last Position First)

1. FIRM: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
IMMEDIATE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
JOB TITLE(S): \_\_\_\_\_ START PAY: \_\_\_\_\_ END PAY \_\_\_\_\_  
START DATE: \_\_\_\_\_ END DATE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
JOB DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_

2. FIRM: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
IMMEDIATE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
JOB TITLE(S): \_\_\_\_\_ START PAY: \_\_\_\_\_ END PAY \_\_\_\_\_  
START DATE: \_\_\_\_\_ END DATE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
JOB DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_

3. FIRM: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
IMMEDIATE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
JOB TITLE(S): \_\_\_\_\_ START PAY: \_\_\_\_\_ END PAY \_\_\_\_\_  
START DATE: \_\_\_\_\_ END DATE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
JOB DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST 2 NON-FAMILY PERSONAL REFERENCES, THEIR PHONE NUMBERS & RELATIONSHIP TO YOU:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

I certify that the foregoing questions and statements are true and correct to the best of my knowledge. I authorize Career Smart, Inc. to verify said information and also authorize the companies, schools and persons named in this document to give this and any other information regarding me whether or not it is in their records. I hereby release said companies, schools or persons from all liability for any damage for giving this information. I understand that Career Smart, Inc. may conduct an investigation concerning my general reputation, character, mode of living, financial responsibility, and criminal background. I understand that investigative reports may be obtained by Career Smart, Inc. in order to do so and grant Career Smart, Inc. permission to obtain these reports. I understand that neighbors, friends and associates may be contacted to do so and release them for any liability for damages resulting from the information that they give. I understand that I may be asked to test for the use of illegal use or abuse of drugs, alcohol and other controlled substances and agree that I will comply with that request. I further understand and agree to a physical examination, if requested as a condition of employment by a Career Smart, Inc. Client. I grant permission to Career Smart, Inc. to share all information and reports to their clients for the purpose of determining suitability for job positions held by the clients. I do not hold Career Smart, Inc. or any client company liable for any action by said client company or Career Smart regarding my employment with them as a result of the information and/or reports provided by Career Smart, Inc. to the client company.

Signature \_\_\_\_\_ Date \_\_\_\_\_

E-mail resumes and Applications to [resumes@careersmart.net](mailto:resumes@careersmart.net) . Fax this completed information data sheet to (478) 474-8876. Mail applications to Career Smart.Net, Inc., 3773 Northside Dr. Macon, GA 31210. **INTERVIEWS BY APPOINTMENT ONLY**