

Corporate Management Group, LLC

20 Gurley Avenue • Troy, NY 12182 • (518) 880-6572

Employment Application

Fax completed application to: (518) 880-6930 or email to: info@corporatemanagementgroup.com

Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Alternate phone number

Social security number

Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

Desired Salary

Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position

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Employment Application

Employment History

List below all present and past employers, starting with your **most recent** employer.

May we contact your current employer? YES NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Supervisor(s)			4.	
	Job position(s)				
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

2.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Supervisor(s)			4.	
	Job position(s)				
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

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Employment Application

Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Supervisor(s)			4.	
	Job position(s)				
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
				
				
4.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Supervisor(s)			4.	
	Job position(s)				
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
				
				

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Employment Application

Additional Information

Have you ever been employed with this company before? Yes No
If Yes, when?

Do you have any friends or relatives employed by this company? Yes No
If Yes, please provide their names and relationship to you:

Are you currently employed? Yes No
May we contact your employer? Yes No
Are you currently on "lay off" status and subject to recall? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? Yes No
If Yes, please explain:

If hired, do you have a reliable means of transportation to and from work? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No
If Yes, please explain:

References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
 		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
 		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Additional Space
Additional space provided to expand on any points or questions asked previously in this application

