



Application For Employment

We are an Equal Opportunity Employer

All qualified applicants are considered regardless of race, religion, color, age, sex, marital status, nationality, veteran status or non-disqualifying disability.

The Office BOSS, Inc
12177 Business Park Dr. #2
Truckee, CA 96161
Phone: 530-587-1620
Fax: 530-587-6228
www.TheOfficeBOSS.com

Position applied for _____ Date: _____

Social Security Number: _____ - _____ - _____

Full Legal Name
LAST FIRST MI

Address _____

CITY STATE ZIP

Phone (____) _____ - _____ Email: _____

Date Available to start work: _____ Salary Expectations: _____

Check which shift you will accept: Day Evening Night Rotating Weekends

Specify shift hours _____

Check which job status you would accept: Full-time Part-time (specify)

Check which employment status you'd accept: Salaried (benefits) Hourly Full -Time Part-time

Are you willing to accept employment which requires you to travel? No Yes. If yes, During the day only,

Education: Highest Grade Completed: _____

Post High School 1. _____
Name of College/University Status or Degree

Post High School 2. _____
Name of College/University Status or Degree

Proficiencies / Skills: _____

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?

Yes No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

Are you willing to provide your own transportation if necessary for your employment? Yes No.

Have you ever been convicted for any violation(s) of law, including moving traffic violations? Yes No If YES, please provide the following:

Description of offense:

Statute or ordinance(if known): _____ Date of Charge: _____; Date of Conviction _____

County, City, State of Conviction: _____, _____, _____

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment for The Office BOSS. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application.

Date: _____

Signature: _____

References:

_____ Last Name	_____ First Name	_____ Last Name	_____ First Name
_____ Relationship	_____ Phone Number	_____ Relationship	_____ Phone Number
_____ Address	_____ City, State and Zip	_____ Address	_____ City, State and Zip

_____ Last Name	_____ First Name	_____ Last Name	_____ First Name
_____ Relationship	_____ Phone Number	_____ Relationship	_____ Phone Number
_____ Address	_____ City, State and Zip	_____ Address	_____ City, State and Zip

Work Experience: List jobs beginning with your present or most recent employer.

Employer			Duties:
Job Title			
Address			
Phone			
Salary	Hire Date	Leave Date	Reason for Leaving:

Employer			Duties:
Job Title			
Address			
Phone			
Salary	Hire Date	Leave Date	Reason for Leaving:

Employer			Duties:
Job Title			
Address			
Phone			
Salary	Hire Date	Leave Date	Reason for Leaving:

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