

# Employment Application



Date:

Name:

Address:

City, State:

Zip/Postal Code:

email:

Home Phone:

Cell Phone:

Positions Applied for:

Salary Desired:

**Hours Available to Work:**

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thurs	<input type="text"/>
Fri	<input type="text"/>
Sat	<input type="text"/>
Sun	<input type="text"/>

Full-Time    part-time    Full or part-time

When available to begin work?

**Education**

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>
College Bus. or Trade School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been convicted of a crime:  yes    no

If yes, please explain

Do you have a drivers license?  yes    no

State of issue:

Have you had any accidents in the past 3 years?    yes    no

How many?

Do you had any moving violations in the past 3 years?    yes    no

How many?

Main Office:  
**Joyce Crane**  
**31 FRJ Drive**  
**Longview, TX**  
**75602**

Phone: 903.757.3061  
 Fax: 903.757.3099  
 www.joycecrane.com

5401 East Texas Ave.  
 Bossier City, LA  
 71111  
 Phone: 318.549.3344  
 Fax: 318.549.3347

220 Ridgedale Dr.  
 West Monroe, LA  
 71291  
 Phone: 318.549.3344  
 Fax: 318.549.3347

8507 Hwy. 70  
 North Little Rock, AK  
 72117  
 Phone: 501.945.2217  
 Fax: 501.945.2433

7851 N. Stateline Ave.  
 Texarkana, TX  
 75503  
 Phone: 903.791.2821  
 Fax: 903.791.2821

# Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

### 3.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

Skills:

Typing:

Computer:  PC  Mac  Both

Applications (list all that apply):

Other Skills:

### Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

#### Instructions for submitting application

There are 2 ways to return your completed form to Joyce Crane:

1. Click SUBMIT button to email the application to us - you will have to save a copy to your hard drive, then attach it to your email.
2. Click PRINT button to print and mail or fax your application to us.