

## **Skyline Credit Ride, Inc. Employment Application**

Instructions: Please complete this application in full. This application upon our receipt will be reviewed by our Human Resource Department. If you fulfill our current need we will contact you to set up an appointment for an interview. Otherwise your application will be kept on file. It is to your advantage to periodically verify it is correct and active. Also be advised that all information including previous employment and references will be confirmed. As indicated you must be sure to sign and date this Employment Application in both places on the "Acknowledgement" page. Thank you for your interest in **Skyline**.

Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position Applying For \_\_\_\_\_ How did you learn about **Skyline** \_\_\_\_\_

Shift Preferred:       7:00AM - 3:00PM       3:00PM - 11:00PM       11:00PM - 7:00AM

Would you accept full time employment?      Yes  No

Would you accept part time employment?      Yes  No

Have you ever been employed by **Skyline**?      Yes  No

If yes, please give approximate date \_\_\_\_\_

Please state any special skills that you have (languages, office machines, computer programs etc.): \_\_\_\_\_

Are you eligible legally for employment in the U.S.? Yes  No

.....  
**For Office Use Only:**

Applicant Number \_\_\_\_\_ Employee Number \_\_\_\_\_ Hire Date \_\_\_\_\_

Position \_\_\_\_\_ Rate \_\_\_\_\_ Skill \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:**

High School \_\_\_\_\_ Did you graduate Yes  No   
Type Diploma \_\_\_\_\_

College \_\_\_\_\_ Did you graduate Yes  No   
Type Degree \_\_\_\_\_

Trade School \_\_\_\_\_ Did you graduate Yes  No   
Type Degree or Diploma \_\_\_\_\_

Military Yes  No   
Type Discharge \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Any additional information you would like us to know: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Former Employment:**

(You must list three (3) former employers with Supervisors Name and Telephone Number.)

Date From/To	Employers Name	Salary	Position	Supervisors Name & Telephone Number	Reason For Leaving

Which above Position did you like best and why?

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**References:**

(Please give the names of three (3) people not related to you, whom you have known for at least one (1) year)

Name	Address	Telephone Number	Relationship

## Acknowledgement:

“I certify that the information given in this **Skyline** application is true and complete to the best of my knowledge. I further understand that if employed by **Skyline Credit Ride, Inc.** any false information in this application shall be grounds for my immediate dismissal. I hereby authorize verification of all information contained herein to include Former Employers and References, and release all parties from all liability for any damage that may occur in providing that information to **Skyline Credit Ride, Inc.**

I understand and agree that if hired my employment is for no specific time period and may, regardless of the date of payment for my wages earned, be terminated at any time without prior notice and without cause.

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

Furthermore, I understand that if employed by **Skyline** I will be responsible for handling highly sensitive, confidential account and company information and it is my responsibility to treat that information as highly sensitive, confidential and private. I also understand that if I use any highly sensitive, confidential, private **Skyline** information and/or if it is used with my knowledge without the consent of **Skyline**, I will be questioned by **Skyline** and/or the appropriate authorities and depending on the outcome of those questions could be prosecuted to the fullest extent of the law.

I understand the above in full and agree to keep all information entrusted to me confidential and private. As well, and upon employment by **Skyline**, I further agree that I will sign and abide to the **Skyline Credit Ride, Inc.** Employee Covenant.

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