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| **GENERAL EMPLOYEMENT APPLICATION** |
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| **PERSONAL INFORMATION** |
| NAME | DATE OF BIRTH | SOCIAL SECURITY NUMBER  |
| John Smith | mm/dd/yyyy | <Social Security Number> |
| ADDRESS (number, street, building) |
| 8213 Lakeview Drive |
| CITY | STATE | ZIP CODE  |
| Schenectady | New York | 12302 |
| PHONE 1 | PHONE 2 | EMAIL ADDRESS |
| <Phone Number> | <Phone Number> | johnsmith@domain.com |
| Have you ever been convicted of a crime other than a minor traffic incident?  Yes  No |
| If Yes, please explain: |
| Not applicable |
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| **DESIRED EMPLOYMENT** |
| EMPLOYMENT TYPE | POSITION APPLYING FOR | DESIRED SALARY | DATE YOU CAN START |
|  Full Time  Part Time | Graphic Designer | $800/month | mm/dd/yyyy |
| **EDUCATION (starting from the latest)** |
| School | Location | Date Graduated | Attainment |
| <School> | <Location> | mm/dd/yyyy | <Attainment> |
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| **WORK EXPERIENCE** |
| Company Name | Period | Position | Reason for Leaving |
| <Company Name> | <YYYY> | <YYYY> | <Position> | <Reason for Leaving> |
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| May we contact your present employer? |  Yes  No | If No, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| IF Yes, name of Supervisor: | Kelly Carter |  | Contact Number:  | <Telephone No.> |
| MAJOR SKILLS |
| - MS Office | - AUTOCAD | - Adobe Illustrator | - Adobe Photoshop | - Rendering Pro |
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| *I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous may be ground for dismissal.* |
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| SIGNATURE |  | DATE |  |  |  |