

# ADVANCED INTERVIEW SKILLS (520) Employment Application

## REGIONAL – 2016

**TOTAL POINTS** \_\_\_\_\_ (60)

*Failure to adhere to any of the following rules will result in disqualification:*

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.*
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.*
- 3. Electronic devices will be monitored according to ACT standards.*

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**Professional Business Associates**  
**5454 Cleveland Avenue**  
**Columbus, OH 43231-4021**  
**614-895-7277**

**Employment Application**

The law prohibits discrimination because of age, race, color, gender, religion and national origin, and requires affirmative action in the hiring of minorities, women, the handicapped, and veterans.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**  
**PLEASE PRINT ALL INFORMATION IN BLACK OR BLUE INK.**  
**IF N/A IS NEEDED FOR A SECTION USE ONLY ONCE FOR THAT SECTION.**  
**BE SURE TO SIGN THIS APPLICATION ON THE LAST PAGE.**

Last Name		First Name		Middle Name	
Street Address		City	State	ZIP	Telephone Number
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				E-mail Address	
Describe the type of employment you desire:		<input type="checkbox"/> Part-Time		<input type="checkbox"/> Full-Time	
What hours are you available to work:		<input type="checkbox"/> Weekend		<input type="checkbox"/> Weekday	
Position sought: _____					
When would you be available for employment? _____					

**Academic Training**

Institution Name and Location	Attended From To (Mo./Yr.)	Major Subjects	GPA	Degree/Diploma	Date Received or Expected

**List Other Education, Professional Certification, Licensure, Accreditation**

_____
_____
_____

## Work History/Experience

List your past three (3) jobs, activities, and/or other experience, including volunteer work, part-time employment while in school, U.S. Military Service, and self-employment.

Employer/Organization (present or most recent)			Supervisor (name and title)		
Street Address, City, State ZIP			Your Job Title		
Description of your duties:					
Reason for leaving:				From (Mo./Yr.)	To (Mo./Yr.)
May we contact your present supervisor for references?      _____yes      _____no					
May we contact you at your present place of employment?      _____yes      _____no					
If yes, please list employment telephone number _____					
Employer/Organization			Supervisor (name and title)		
Street Address, City, State ZIP			Your Job Title		
Description of your duties:					
Reason for leaving:				From (Mo./Yr.)	To (Mo./Yr.)
Employer/Organization			Supervisor (name and title)		
Street Address, City, State ZIP			Your Job Title		
Description of your duties:					
Reason for leaving:				From (Mo./Yr.)	To (Mo./Yr.)

### Achievements


### References

List three (3) persons familiar with your work ability that we may contact. Exclude relatives.

Name (Last, First)	Address (City, State ZIP)	Telephone Number

### U.S. Military Service

Service Branch: \_\_\_\_\_ Dates: \_\_\_\_\_

Specialty Training Received: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Personal

Do you have the legal right to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

**I certify that the answers I have given to the foregoing questions and statements are true and correct, without mental reservation of any kind. If employment is obtained under this application, I will comply with all orders, rules and regulations of the company. I agree to submit to a physical examination. I also authorize my former employers and educational institutions to give any information they may have regarding me. I release them and their organizations from all liability for any damage whatsoever for issuing same. If, upon investigation, anything in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment.**

**Applicant — please sign and date here** \_\_\_\_\_  
*Signature*

*Date*

**If electronic signature is unavailable, please check here \_\_\_\_\_ to signify agreement and type applicant's initials here \_\_\_\_\_.**