CORE DC

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name: _____ First: _____ M.I.: _____

Street Address: _____ Apartment / Unit #: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Date Available: _____ Desired Salary: _____

Position Applied for: _____

Are you authorized to work in the U.S.? ☐ YES ☐ NO

Are you a Washington, DC resident? ☐ YES ☐ NO

Have you ever worked for this company? ☐ YES ☐ NO If so, when? _____

Has your driver's license ever been suspended or revoked? ☐ YES ☐ NO If yes, explain: _____

Do you have any moving violations? ☐ YES ☐ NO If yes, explain: _____

EDUCATION

High School/ Equivalency: _____ Address: _____

Did you graduate? ☐ YES ☐ NO Year: _____ GED? ☐ YES ☐ NO Year: _____

College: _____ Address: _____

Did you graduate? ☐ YES ☐ NO Year: _____ Degree: _____

Post Graduate: _____ Address: _____

Did you graduate? ☐ YES ☐ NO Year: _____ Degree: _____

Certificate: _____ Address: _____

Did you graduate? ☐ YES ☐ NO Year: _____ Degree: _____

REFERENCES

Please list three professional references.

Name: _____ Relationship: _____

Company: _____ Phone: ( ) _____

Address: _____

Name: _____ Relationship: _____

Company: _____ Phone: ( ) _____

Address: _____

Name: _____ Relationship: _____

Company: _____ Phone: ( ) _____

Address: _____

CORE DC, LLC is an equal opportunity employer.
This application does not constitute an offer of employment.

PREVIOUS EMPLOYMENT

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Reason for Leaving: _____ May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Reason for Leaving: _____ May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Reason for Leaving: _____ May we contact your previous supervisor for a reference? ☐ YES ☐ NO

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

QUALIFICATIONS

1. Do you have previous experience related to the position for which you are applying? ☐ YES ☐ NO

2. Do you possess any licenses or certifications relevant to this position? ☐ YES ☐ NO

3. May we contact you regarding other positions for which you may be qualified? ☐ YES ☐ NO

SHIFT AVAILABILITY (select the shifts and days you are available to work)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00AM-4:30PM	☐	☐	☐	☐	☐	☐	☐
4:00PM-12:30AM	☐	☐	☐	☐	☐	☐	☐
12:00AM-8:30AM	☐	☐	☐	☐	☐	☐	☐

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Print Name: _____

Signature: _____ Date _____

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