



# Donjon Marine Co., Inc.

Application For Employment

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last
First
Middle

PRESENT ADDRESS: \_\_\_\_\_  
Street
City
State
ZIP Code

PERMANENT ADDRESS: \_\_\_\_\_  
Street
City
State
ZIP Code

PHONE NUMBER: \_\_\_\_\_ MOBILE NUMBER: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No If not, state your age \_\_\_\_\_ If not, do you have the required working papers?  Yes  No

Have you ever been convicted of a criminal offense?  Yes  No If yes, please explain: \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE YOU CAN START: \_\_\_\_\_ SALARY REQUESTED: \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE: \_\_\_\_\_ WHEN: \_\_\_\_\_

EDUCATION	NAME OF SCHOOL	LOCATION OF SCHOOL	YEARS ATTENDED	DEGREE(S) OBTAINED / SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, CORRESPONDENCE, OR BUSINESS SCHOOL				

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: \_\_\_\_\_

U.S. MILITARY SERVICE: \_\_\_\_\_ RANK: \_\_\_\_\_ DISCHARGE STATUS: \_\_\_\_\_

**REFERENCES:** GIVE THE NAMES AND ADDRESSES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

**FORMER EMPLOYERS**  
(LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE (MONTH AND YEAR)	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
WORK PERFORMED:				
FROM				
TO				
WORK PERFORMED:				
FROM				
TO				
WORK PERFORMED:				

BELOW, PLEASE PROVIDE A LIST OF PEOPLE AND NUMBER WE CAN REACH IN CASE OF EMERGENCY.

NAME	RELATIONSHIP	CONTACT NUMBER	ADDRESS
1.			
2.			
3.			

I HEREBY GIVE AUTHORITY TO CHECK THE REFERENCES GIVEN IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR WILL NOT BE INTERPRETED IN MY FAVOR.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE  
FOR OFFICE USE ONLY**

INTERVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

HIRE DATE:	FOR DEPT:	POSITION	WILL REPORT	SALARY/WAGE
APPROVED	1.	2.	3.	

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER