



Application For Employment

We are an Equal Opportunity Employer

All qualified applicants are considered regardless of race, religion, color, age, sex, marital status, nationality, veteran status or non-disqualifying disability.

The Office BOSS, Inc
12177 Business Park Dr. #2
Truckee, CA 96161
Phone: 530-587-1620
Fax: 530-587-6228
Email: Admin@TheOfficeBOSS.com

Full Legal Name

LAST FIRST MI

Address

CITY STATE ZIP

Phone

(____) _____ - _____ Email: _____

Position applied for

Date:

Social Security Number:

_____ - _____ - _____

Date Available to start work: _____ Salary Expectations: _____ (must complete)

Check which shift you will accept: Day Evening Night Rotating Weekends

Specify shift hours _____

Check which job status you would accept: Full-time Part-time (specify)

Check which employment status you'd accept: Salaried (benefits) Hourly Full -Time Part-time

Are you willing to accept employment which requires you to travel? No Yes. If yes, During the day only,

Education:

Highest Grade Completed: _____

Post High School 1.

Name of College/University

Status or Degree

Post High School 2.

Name of College/University

Status or Degree

Proficiencies / Skills: _____

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?

Yes No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment for The Office BOSS. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application.

Date: _____

Signature: _____

References: Preferably work-related, excluding supervisors listed below

_____ Last Name	_____ First Name	_____ Last Name	_____ First Name
_____ Relationship	_____ Phone Number	_____ Relationship	_____ Phone Number
_____ Address		_____ City, State and Zip	

_____ Last Name	_____ First Name	_____ Last Name	_____ First Name
_____ Relationship	_____ Phone Number	_____ Relationship	_____ Phone Number
_____ Address		_____ City, State and Zip	

Work Experience: List jobs beginning with your present or most recent employer

Employer (Company)		Duties:
Job Title		
Address		
Supervisor's Name	Phone	
Hire Date	Leave Date	Reason for Leaving:

Employer (Company)		Duties:
Job Title		
Address		
Supervisor's Name	Phone	
Hire Date	Leave Date	Reason for Leaving:

Employer (Company)		Duties:
Job Title		
Address		
Supervisor's Name	Phone	
Hire Date	Leave Date	Reason for Leaving:

Employer (Company)		Duties:
Job Title		
Address		
Supervisor's Name	Phone	
Hire Date	Leave Date	Reason for Leaving: