

# BURTIN & ASSOCIATES, INC.

5227 Blue Parkway • Kansas City, Missouri 64130

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## EMPLOYMENT APPLICATION

NAME: \_\_\_\_\_  
*Last First MI Maiden*

ADDRESS: \_\_\_\_\_  
*Number Street Apt # City/State/Zip Code*

PHONE #: (\_\_\_\_) \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PAGER #: \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / 19 \_\_\_\_\_

POSITION APPLIED FOR:  Utility Cleaner  Floor Technician  Lawn/Snow Crew

DATE YOU WILL BE AVAILABLE TO BEGIN WORK: \_\_\_\_\_

Have you ever filed an application here before?  Yes  No If so, date: \_\_\_\_\_

Are you on lay-off and subject to recall?  Yes  No

Are you a citizen of the United States?  Yes  No

Do you have friends or relatives working here?  Yes  No

If so, list name and relationship: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If so, explain: \_\_\_\_\_

### EDUCATION

	SCHOOL NAME	DIPLOMA	YRS ATTENDED
Elementary	_____	<input type="radio"/> Yes <input type="radio"/> No	_____
High School	_____	<input type="radio"/> Yes <input type="radio"/> No	_____
College/University	_____	<input type="radio"/> Yes <input type="radio"/> No	_____

Describe special training, apprenticeships, skills, etc.

**REFERENCES** - List three (3) references who are not related to you.

NAME	ADDRESS	PHONE #	YRS KNOWN

**EMPLOYMENT HISTORY** - Please list each job held, beginning with your most recent or current employment.

COMPANY NAME: _____ Address & City/State/Zip: _____ Phone #: _____ Supervisor's Name: _____ Date Hired: _____ Last Date Worked: _____ Position Held: _____ Salary: _____ Reason for Leaving: _____
COMPANY NAME: _____ Address & City/State/Zip: _____ Phone #: _____ Supervisor's Name: _____ Date Hired: _____ Last Date Worked: _____ Position Held: _____ Salary: _____ Reason for Leaving: _____
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Have you ever served in the military?  Yes  No  
If so, in what branch and when were you discharged? \_\_\_\_\_  
*Branch* *Separation Date*

Do you participate in any volunteer activities?  Yes  No  
If so, please indicate: \_\_\_\_\_

**INFORMED CONSENT**

I, \_\_\_\_\_, authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I certify that the above information is correct to the best of my knowledge and understand that, if employed, any false information in this application may result in termination.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_