

The Alchemist & Barrister

28 Witherspoon St. - Princeton, NJ 08542

Phone: (609) 924-5555

Application for Employment

Date _____

General Information

Last Name _____ First Name _____ Middle Initial _____ Are you at least 21 years of age?
 YES NO

Address _____ City, State, Zip _____

Home Telephone _____ Mobile Telephone _____

Position Applying for _____ Desired Salary _____

Date Available _____ FULL-TIME TEMPORARY PART-TIME PERMANENT If hired, will you be able to work overtime?
 YES NO

Are you able to perform the essential job functions of the position you are applying for, with or without reasonable accommodations? YES NO Are you a citizen of the United States?
 YES NO

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by court? A "yes" response does not automatically disqualify your application. If yes, please explain. YES NO

Education Information

School	Address	Studies/Major	Degree (list type and date)
High School			
Vocational/Business/Other			
College/University			
College/University			
Graduate			

Other Special Knowledge or Skills (foreign languages, volunteer work, interests you excel in, etc.) _____

Employment History

List all employers, starting with the most recent position. All information must be completed.
You may attach a resume, but not in place of completing the required information.

Most Recent Employer Is this your current employer? YES NO May we contact this employer for references? YES NO

Employer Name _____ Employer Address _____ Employed From _____ Employed To _____

Supervisor's Name _____, _____ Supervisor's Phone _____

Position _____ Starting Salary _____ Ending Salary _____

Job Duties and Responsibilities _____

Reason for Leaving _____

Next Most Recent Employer

Employer Name _____ Employer Address _____ Employed From _____ Employed To _____

Supervisor's Name _____, _____ Supervisor's Phone _____

Position _____ Starting Salary _____ Ending Salary _____

Job Duties and Responsibilities _____

Reason for Leaving _____

Next Most Recent Employer

Employer Name _____ Employer Address _____ Employed From _____ Employed To _____

Supervisor's Name _____, _____ Supervisor's Phone _____

Position _____ Starting Salary _____ Ending Salary _____

Job Duties and Responsibilities _____

Reason for Leaving _____

References

Professional Reference

Reference's Name

Place of Work

Job Title

Phone Number

Email

Personal Reference

Reference's Name

Place of Work

Job Title

Phone Number

Email

Waiver

The Alchemist & Barrister is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. All information you have provided in this application is for the employers use only, your privacy and security is incredibly important to us.

If employed, I understand that providing my social security number, a valid identification, and any other additional documents or information requested, is mandatory. In consideration for my employment, I agree to abide by the rules and regulations of the A&B, which rules may be changed, withdrawn, or added at any time, without prior notice to me. I acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, for any reason, at the option of either the employer or myself. I authorize any person, organization, or company listed on this application to furnish you any and all information concerning my previous employment, education, and qualifications for employment. I also authorize you to request and receive such information. In addition, I acknowledge that I have been advised that this application will remain active for no more than 90 days from the date it is signed.

By signing this application for employment, I attest that all of the information provided is true and accurate to the best of my knowledge. I understand any falsification, misrepresentation, or omission of this information is grounds for refusal to hire or, if hired, dismissal. I also agree to all terms and understand all information given in this portion of the application.

This agreement will be effective upon acceptance of my application.

Signature

Date