

# Application for Employment

## ECA Marketing, Inc.

### An Equal Opportunity Employer

ECA Marketing is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

### Applicant Information:

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First Name	Middle Initial	Last Name
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### Current Address:

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Street and Apt. #	City	State	Zip Code
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### Permanent Address (if different from above):

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Street and Apt. #	City	State	Zip Code
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### Telephone:

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Home	Cell	Best # to contact
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Email: \_\_\_\_\_

### Employment Position:

Position desired: \_\_\_\_\_

Are you applying for:

- Temporary work – such as summer or holiday work?  Yes  No
- Regular part-time work?  Yes  No
- Regular full-time work?  Yes  No

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, when will you be available? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_/\_\_\_/\_\_\_

Salary desired: \_\_\_\_\_

<b>Last Name:</b> _____ <b>First Name:</b> _____ <b>Middle Initial</b> _____
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**Personal Information:**

How did you learn about this company and position?

Job advertisement (identify publication or other media):\_\_\_\_\_   
Employee referral (identify employee):\_\_\_\_\_

Other:\_\_\_\_\_

Have you previously worked at our company?

No  
 Yes. Specify dates and position(s): \_\_\_\_\_

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If you answered yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**Additional Information:**

List all computer applications/programs you currently use? \_\_\_\_\_  
\_\_\_\_\_

Explain the how you use these application(s) in your current employment or every day use?  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**Employment History:**

**Present or Most Recent Employer:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Reason(s) for leaving: \_\_\_\_\_

**Prior Employer:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Reason(s) for leaving: \_\_\_\_\_

**Prior Employer:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Reason(s) for leaving: \_\_\_\_\_

\_\_\_\_\_

**Prior Employer:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Reason(s) for leaving: \_\_\_\_\_

\_\_\_\_\_

**Education:**

For each level of schooling listed below, please give the school name, the city and state where it is located, your major and minor subjects and the degree or diploma received.

High School: \_\_\_\_\_

College 1: \_\_\_\_\_

College 2: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Business, Trade, or Other schools: \_\_\_\_\_

**Please Read and Initial Each Paragraph, then Sign Below**

I certify that I have not purposely withheld any information that might adversely affect my chances of hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

\_\_\_\_\_

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

\_\_\_\_\_

I consent to have ECA Marketing contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work.

\_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_