



DIGITAL DOCUMENT SOLUTIONS

8640 SAN LORENZO, STE A., LAREDO, TX. 78045 PH. 956-791-COPY (2679)

Employment Application

We consider applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital o veteran status, sexual orientation, or any other legally protected status

Date

LAST NAME FIRST NAME MIDDLE NAME

Address: State/Province: Zip/Postal Code:

Home Phone: Cell Phone:

Salary Desired: Positions Applied for:

How do you hear from us SSN

If you are under 18 years of age, can you provide required proof of your eligibility to work? N/A YES NO

Have you ever field and application with us before? if yes, DATE NO

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you currently on "lay-off" status and subject to recall YES NO

Starting on what date will you be available to work? Date

Are you available to work: FULL TIME PART TIME TEMPORARY

Can you travel if the job requires it? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Proof of citizenship or Immigration status will be required upon employment YES NO

Have you ever been convicted of a felony? Conviction will not necessary disqualified an application from employment YES NO

If yes, Explain

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been convicted of a crime? yes no

If yes, please explain

Do you have a drivers license? yes no

State of issue:

Have you had any accidents in the past 3 years? yes no

How many?

Do you had any moving violations in the past 3 years? yes no

How many?

Continue on the next page

Previous Employment (list up to 3)

1.

Employer: Address: Phone:

Job Title: Supervisor: May we contact them? yes no

Dates of employment: From: To:

Salary: Starting: Last

List of Duties performed

List skills used or learned

List Accomplishments or promotions

List the jobs you held , duties performed , skills used or learned, advancements, or promotions while you worked art this company:

Reason for Leaving (be specific)

2.

Employer: Address: Phone:

Job Title: Supervisor: May we contact them? yes no

Dates of employment: From: To:

Salary: Starting: Last

List of Duties performed

List skills used or learned

List Accomplishments or promotions

List the jobs you held , duties performed , skills used or learned, advancements, or promotions while you worked art this company:

Reason for Leaving (be specific)

3.

Employer: Address: Phone:

Job Title: Supervisor: May we contact them? yes no

Dates of employment: From: To:

Salary: Starting: Last

List of Duties performed

List skills used or learned

List Accomplishments or promotions

List the jobs you held , duties performed , skills used or learned, advancements, or promotions while you worked at this company:

Reason for Leaving (be specific)

Other Skills: Indicate your level of mastery of the English language as well as any other foreign language, such as spanish:

Please list 3 references other than relatives and previous employers

Name	Occupational Place of Business	Relationship to Applicant	Phone number

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying: