



Elite Computers

APPLICATION FOR EMPLOYMENT

At Elite Computers we're committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, and sexual preference, national origin, age, marital status or physical handicap. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

Store Location

2326 Proctor Valley Rd. Suite 102
Chula Vista, CA 91914

Contact

Phone: (619) 656-6606
Fax: (619) 656-6732
Email: joe@elitecocv.com

PLEASE PRINT

Name: _____

Today's date: Month _____ Day _____ Year _____

Present address:

Street _____ City _____ State _____ Zip _____

Social Security Number: _____ - _____ - _____

Telephone: (____) _____

Referred by: Advertisement _____ Agency _____ Person _____ Other _____

Are you legally eligible for employment in the U.S.A.? Yes _____ No _____

State age if under 18 or over 70: _____

Position applying for: _____

Salary expected: Hourly _____

Are you available to work: Full-time _____ Part-Time _____

Specify schedule limitations: _____

Date available to start work: Month _____ Day _____ Year _____

List friends or relatives in our employ: _____

Were you previously employed by us? Yes _____ No _____

If yes, when: Month _____ Day _____ Year _____

Other name(s) used while attending schools or places of employment indicated on this form:

Do you have any physical condition which would prohibit you from performing the required duties of the position for which you are applying? Yes _____ No _____

If yes please explain: _____

If yes please explain: (Note - A conviction alone will not automatically bar you from employment.)

Military active duty: Yes _____ No _____ Military veteran: Yes _____ No _____ Service branch: _____

Rank: _____ Dates of service: Year _____ to Year _____

Special training: _____

SKILLS

Computer Software Packages you're proficient in: _____

What languages do you speak fluently? _____

Can you read fluently? Yes _____ No _____

Can you speak fluently: Yes _____ No _____

Cash register experience: Yes _____ No _____

10-Key experience: Yes _____ No _____

EMPLOYMENT HISTORY

(List present or most recent employer first)

Company name: _____

Date started: Month _____ Year _____ Date left: Month _____ Year _____

Street: _____ City: _____ State: _____ Zip: _____

Supervisor: _____ Salary: _____ Telephone: (____) _____

Job title: _____

Job description: _____

Reason for leaving: _____

Company name: _____

Date started: Month _____ Year _____ Date left: Month _____ Year _____

Street: _____ City: _____ State: _____ Zip: _____

Supervisor: _____ Salary: _____ Telephone: (____) _____

Job title: _____

Job description: _____

Reason for leaving: _____

Company name: _____

Date started: Month _____ Year _____ Date left: Month _____ Year _____

Street: _____ City: _____ State: _____ Zip: _____

Supervisor: _____ Salary: _____ Telephone: (____) _____

Job title: _____

Job description: _____

Reason for leaving: _____

AUTHORIZATION FOR BACKGROUND CHECK: *I authorize Elite Computers to verify employment, except as noted below, as well as conduct criminal and vehicular record check.*

Indicate those you don't wish to be contacted: _____

Signed: _____ Today's date: Month _____ Day _____ Year _____

REFERENCES

1)	Name: _____	Occupation: _____		
Street: _____		City: _____	State: _____	Zip: _____
Telephone: (____) _____				

2	Name: _____	Occupation: _____		
Street: _____		City: _____	State: _____	Zip: _____
Telephone: (____) _____				

3	Name: _____	Occupation: _____		
Street: _____		City: _____	State: _____	Zip: _____
Telephone: (____) _____				

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

***** PLEASE READ *****

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize ELITE COMPUTERS to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by ELITE COMPUTERS or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signed: _____ **Today's date:** Month _____ Day _____ Year _____

OFFICE USE ONLY

Interviewed by: _____ **Today's date:** Month _____ Day _____ Year _____

Comments

1) Referral source:
Hired: Yes _____ No _____
Not hired: Yes _____ No _____
Today's date: Month _____ Day _____ Year _____
Position:
Salary:
Location:
Department:
Reporting to: