



An Equal Opportunity Employer

Application for Employment Sales Representative

Employer maintains policies and practices which prohibit discrimination, as defined by relevant employment discrimination laws, against any employee or applicant on the basis of race, gender, color, national origin, age (40 and over), disability, religion, veteran's status, sexual orientation or any other characteristic protected by federal, state, or local laws.

BACKGROUND			
Name:		Date:	
Address:		City:	State: Zip:
Daytime Phone: ()	Evening Phone: ()	Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position or type of employment desired:		Wage/Salary desired:	
Availability: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Date Available:	
What is your preferred work situation?		<input type="checkbox"/> Work from home <input type="checkbox"/> Go to the office once a week	<input type="checkbox"/> Go to the office twice weekly <input type="checkbox"/> Go to the office 3 times weekly <input type="checkbox"/> Come to the office daily
What is your current salary?			
Why are you applying for this job?			
Do you have any relatives currently working for Surface Distribution?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of relative(s):		Relationship:	
Are you legally eligible for employment in the United States? Note: Proof of eligibility will be required at the start of employment.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony or misdemeanor (other than minor traffic violations)? Note: A conviction will not necessarily disqualify an applicant from employment. The nature and date of the offense, the surrounding circumstances and relevance of the offense to the position applied for may, however, be considered.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain, including date: (attach additional sheet if necessary)			
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you become aware of this position?			
Have you previously worked for Surface Distribution as either a regular or temporary employee?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Manager:	Department:	Dates:	

EDUCATION

	Name/Location	Number of Years Completed	Did you Graduate?	Subjects Studied/Degrees
High School				
College/ University				
Tech, Vocational, Business, Other:				

Describe any high points during college years such as leadership, initiatives, competitive programs, social organizations or situations, class offices, awards, honors, or special achievements.

What was your GPA?

CAREER AND SKILLS

Describe your ideal position, and what makes it ideal.

What made you choose your current employer over other employers?

Who else have you interviewed with in the past 6 months?

What do you know about the sales representative position at Surface Distribution?

What were some of your major accomplishments and challenges in the last year?

Describe your computer skills:

EMPLOYMENT EXPERIENCE

Beginning with your present or most recent position, list all jobs (including military, internships, volunteer service, etc.) you have held. If additional work history is relevant, please attach additional documents.

Employer:	Address:	Phone: ()
Position Held:	Date Started: Date Ended:	Starting Wage: Ending Wage:
Name of Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Reason for Leaving:
Duties: ----- ----- -----		
Employer:	Address:	Phone: ()
Position Held:	Date Started: Date Ended:	Starting Wage: Ending Wage:
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Duties: ----- ----- -----		

SELF-APPRAISAL

What are your shortcomings, weaker points or areas for improvement?

On a scale of 1 to 10, 10 being highest, rate yourself in the following areas

Articulate	
Desire for outside sales	
Motivated by money/success	
Quick on your feet	
Resilience	
Need to be socially accepted by your peers	
Integrity	
Initiative	
Organization/Planning	
Excellence	
Independence	
Stress Management	
Self-Awareness	
Adaptability	
Likeability	
Listening	
Customer Focus	
Team Player	
Assertiveness	

Communications – Oral	
Communications – Written	
Political Savvy	
Negotiation	
Persuasion	
Coaching/Training	
Goal Setting	
Team Builder	
Running Meetings	
Vision	
Change Leadership	
Inspiring "Follower ship"	
Conflict Management	
Energy	
Enthusiasm	
Ambition	
Balance in Life	
Tenacity	

PROFESSIONAL REFERENCES (PLEASE PROVIDE AT LEAST THREE (3) PROFESSIONAL REFERENCES WHO ARE NOT RELATED TO YOU)

Name	Position	Company	Daytime Phone

APPLICANT'S STATEMENT (READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW)

Initial	<p>This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, educational institutions, custodians of official records or other sources. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.</p>
Initial	<p>I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without consequential omissions, and understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. I understand and acknowledge that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract. I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.</p>

Date: _____ **Signature of Applicant:** _____