



# Application For Employment

We are an Equal Opportunity Employer

All qualified applicants are considered regardless of race, religion, color, age, sex, marital status, nationality, veteran status or non-disqualifying disability.

The Office BOSS, Inc  
12177 Business Park Dr.  
#2  
Truckee, CA 96161  
Phone: 530-587-1620  
Fax: 530-587-6228  
www.TheOfficeBOSS.com

Position applied for \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Full Legal Name  
LAST FIRST MI

Address  
CITY STATE ZIP

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to start work: \_\_\_\_\_ Salary Expectations: \_\_\_\_\_

Check which shift you will accept:  Day  Evening  Night  Rotating  Weekends

Specify shift hours \_\_\_\_\_

Check which job status you would accept:  Full-time  Part-time (specify)

Check which employment status you'd accept:  Salaried (benefits)  Hourly  Full -Time  Part-time

Are you willing to accept employment which requires you to travel?  No  Yes. If yes,  During the day only,

Education: Highest Grade Completed: \_\_\_\_\_

Post High School 1. \_\_\_\_\_  
Name of College/University Status or Degree

Post High School 2. \_\_\_\_\_  
Name of College/University Status or Degree

Proficiencies / Skills: \_\_\_\_\_

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?

Yes  No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

Are you willing to provide your own transportation if necessary for your employment?  Yes  No.

Have you ever been convicted for any violation(s) of law, including moving traffic violations?  Yes  No If YES, please provide the following:

Description of offense:

Statute or ordinance(if known ): \_\_\_\_\_ Date of Charge: \_\_\_\_\_; Date of Conviction \_\_\_\_\_

County, City, State of Conviction: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment for The Office BOSS. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application.

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

Signature: \_\_\_\_\_

**References:**

_____ Last Name                      First Name		_____ Last Name                      First Name	
_____ Relationship                      Phone Number		_____ Relationship                      Phone Number	
_____ Address                                      City, State and Zip		_____ Address                                      City, State and Zip	

_____ Last Name                      First Name		_____ Last Name                      First Name	
_____ Relationship                      Phone Number		_____ Relationship                      Phone Number	
_____ Address                                      City, State and Zip		_____ Address                                      City, State and Zip	

**Work Experience:** List jobs beginning with your present or most recent employer.

<b>Employer</b>			<b>Duties:</b>
<b>Job Title</b>			
<b>Address</b>			
<b>Phone</b>			
<b>Salary</b>	<b>Hire Date</b>	<b>Leave Date</b>	<b>Reason for Leaving:</b>

<b>Employer</b>			<b>Duties:</b>
<b>Job Title</b>			
<b>Address</b>			
<b>Phone</b>			
<b>Salary</b>	<b>Hire Date</b>	<b>Leave Date</b>	<b>Reason for Leaving:</b>

<b>Employer</b>			<b>Duties:</b>
<b>Job Title</b>			
<b>Address</b>			
<b>Phone</b>			
<b>Salary</b>	<b>Hire Date</b>	<b>Leave Date</b>	<b>Reason for Leaving:</b>

<b>Employer</b>			<b>Duties:</b>
<b>Job Title</b>			
<b>Address</b>			
<b>Phone</b>			
<b>Salary</b>	<b>Hire Date</b>	<b>Leave Date</b>	<b>Reason for Leaving:</b>