

W.P. Law, Inc.

303 Riverchase Way
Lexington, SC 29072
803-461-0599
803-461-0570 (fax)

Application for Employment

Personal

Full Name: _____ Date: _____

Address: _____ Phone#: _____

City, ST, Zip: _____

Work Preferences

Full Time: Part Time: if part time, how many hours per week? _____ Expected Pay: _____

Position Desired: _____

Are you willing to work overtime: _____ When will you be available to work? _____

Do you have any special skills or training? _____

Do you have a valid driver's license? _____ License # and state: _____

Education

High School: _____ College: _____

Course of Study: _____ # Years Completed: _____

Degrees Received: _____ Awards/Honors: _____

Military

Branch of Service: _____ Date of Discharge: _____

Rank at Discharge: _____ Active Duty Dates from: _____ to _____

Duties and Special Training: _____

Employment History

Please provide accurate and complete full-time and part-time employment record. Start with most recent.

Company Name: _____ Phone #: _____
Supervisor's Name: _____ May we call for reference? _____
Employment Dates from _____ to _____ Last Pay Rate: _____
Job Title and Duties: _____

Reason for Leaving: _____

Company Name: _____ Phone #: _____
Supervisor's Name: _____ May we call for reference? _____
Employment Dates from _____ to _____ Last Pay Rate: _____
Job Title and Duties: _____

Reason for Leaving: _____

Company Name: _____ Phone #: _____
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Company Name: _____ Phone #: _____
Supervisor's Name: _____ May we call for reference? _____
Employment Dates from _____ to _____ Last Pay Rate: _____
Job Title and Duties: _____

Reason for Leaving: _____

Please list any other references we may contact (personal, academic, work, etc.)

Name: _____ Relation: _____ Phone #: _____
Name: _____ Relation: _____ Phone #: _____
Name: _____ Relation: _____ Phone #: _____
Name: _____ Relation: _____ Phone #: _____