



TOTAL HUMAN RESOURCES

1041 Verdae Blvd, Greenville, SC 29607

864.879.0500

INFO@TOTALHR.NET

An Equal Opportunity Employer and we support a drug free work place

Position Applied For: _____

PERSONAL INFORMATION

(Please Print)

Date _____ Social Security Number _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Home Phone No () _____ Cell Phone No () _____

Referred by: Advertisement Company Employee Agency Other _____

Are you under 18 years of age? Yes No U.S. Citizen? Yes No

If "No", can you furnish proof that you are legally permitted to work in the U.S.? Yes No

Type of Employment desired? Full-time Part-time Temporary

If Temporary: From date _____ To date _____

Date Available for Work: _____ Have you ever been convicted of a felony? Yes No

Driver's License number (if required by job) _____ State _____

FORMER EMPLOYERS

List your Employers for the previous 5 years, starting with the most recent

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title I		Summarize the Nature of work performed and job responsibilities:	
Reason for Leaving	Hourly Rate / Salary	Start:	Finish:

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title I		Summarize the Nature of work performed and job responsibilities:	
Reason for Leaving	Hourly Rate / Salary	Start:	Finish:

USE ADDITIONAL PAGE IF NEEDED

EDUCATION

Name and Location of School	Circle Last Year Completed	Did you Graduate?	Subjects Studied and Degree(s) Received:
High School	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
College	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Other	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
What business machines can you operate?			Type WPM
Calculator/Adding Machine	By touch:	Cash Register:	Computer
Special Skills or Experience?			
What foreign languages do you speak fluently?			

SPECIAL QUALIFICATIONS

List any special skills or qualification that may qualify you for a position:

REFERENCES

List three references, not related to you, who may be contacted:

Name	Address or Business	Years Known	Telephone
1.			
2.			
3.			

I understand and agree that any consequential omissions or misrepresentations made by me on this application will be sufficient cause for cancellation of this application and/or termination by Total Human Resources if I have been employed. I understand that any offer of employment will be at the will of Total Human Resources and that the company reserves the right to terminate my employment at any time, with or without prior notice and that I am free to resign at any time with or without prior notice. I understand that no representative of the company has the authority to make any assurances to the contrary.

I give Total Human Resources the right to secure information from references, past employers and information from other sources if job related, and I release Total Human Resources and its representatives for seeking such information and all other described above who may furnish such information.

I further agree that I will abide by all the rules, regulation and policies of Total Human Resources and that failure to do so may be cause for termination.

I understand that any offer of employment may be conditioned upon satisfactory completion of a drug test and background screening.

Signature of Applicant

Date

Received

Date