



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

Scroll down to read the first part of this sample contract document. When purchased, the complete contract is included in an editable Word format.

When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

[Click here to purchase Contract Pack](#)

## <<Company>> Employment Application

Date of Application \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_ (Jr., etc.)

Social Security Number or Tax ID (TIN) \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Cell / Mobile Number \_\_\_\_\_

What position are you applying for?

\_\_\_\_\_

What skills and qualifications do you have for this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What experience do you have that qualifies you for this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What software or computer applications can you operate?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status?

Yes \_\_\_\_\_ No \_\_\_\_\_

### Special Purpose Questions

**NOTE** – You are not required to answer any of the following questions in this area unless the employer has checked a box before a particular question. A question that is marked with a check in the box indicates that the information is required as a qualification for the job you are applying for, or is governed by national security laws or other legally permissible reasons.

Are you a U.S. citizen Yes \_\_\_ No \_\_\_  Height \_\_\_ Feet \_\_\_ Inches  Weight \_\_\_\_\_ Lbs.

Have you been convicted of a misdemeanor, gross misdemeanor or felony within the last 5 years?\*

Yes \_\_\_ No \_\_\_ If “yes,” please describe the nature of the conviction. \_\_\_\_\_

I understand and agree that I may be required to take one or more  physical examination(s) and/or  lie detector test(s) as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s). Yes \_\_\_ No \_\_\_

I have been advised that lie detector tests, as a requirement for hiring or continued employment, are prohibited by law. Yes \_\_\_ No \_\_\_

**NOTE** – Employment shall not be denied because of a conviction record, unless the offense is related to the performance of the job or its duties for which you have applied.

### **Military Service Record**

Branch of Service \_\_\_\_\_ Are you currently serving in the National Guard or Reserves? Yes \_\_\_ No \_\_\_ Service Discharge Date \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Date Any Outstanding Military Obligation Ends (*if applicable*) \_\_\_\_\_

### **Education**

School	Years Attended	Name of School	City	Course/Degree	Year of Graduation
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## DEMO CONTRACT

This demo contract has been truncated. The complete 2 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-job-application-for-employment-form-template.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

