

APPLICATION FOR EMPLOYMENT

Please submit this application to our main office

Archway, Inc., 147 Serenu Avenue, Tamuning.

Office Hours: Monday - Friday, 8:30 AM - 5:00 PM (closed noon - 1:00 PM)

Telephone: 647-5683 • www.archwayinc.biz

APPLICANT INFORMATION

Name (Last, First, Middle Initial): _____ Date Of Application: _____

Phone Numbers - Home: _____ Work: _____ Cell: _____

Email Address: _____

Home Address: _____ Mailing Address (If different from Home Address) _____

EMPLOYMENT INFORMATION

Position Desired: _____ Date You Can Start: _____

Type of Employment ☐ ☐ Part Time ☐ ☐ Seasonal ☐ Internship

Availability: Willing to work on holidays and weekends? ☐ YES ☐ NO Referred By: _____

Preferred Shifts ☐ Early Morning ☐ Mid-day ☐ Afternoon ☐ Evening ☐ Graveyard

Times Available to Work:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM							
TO							

1. Are you currently employed? ☐ YES ☐ NO

2. Have you applied to this company before? ☐ YES ☐ NO

3. Are you eligible to work in the U.S.? ☐ YES ☐ NO

3. May we contact your employer? ☐ YES ☐ NO

4. If yes, when and where? _____

EDUCATION

SCHOOL	NAME & LOCATION	GRADUATED (YEAR)	MAJOR SUBJECTS
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
OTHER (SPECIFY)			

OTHER INFORMATION

Subjects of Special Study or Research Work: _____

Special Training: _____

Activities (Civic, Athletic, etc.): _____

EMPLOYMENT HISTORY LIST THE LAST FOUR EMPLOYERS, STARTING WITH PRESENT OR MOST RECENT.

DATE (MONTH/YEAR)	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

REFERENCES GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	CONTACT INFORMATION EMAIL ADDRESS/PHONE NUMBER	YEARS ACQUAINTED	BUSINESS

I acknowledge that all the information provided on my application is true, accurate, and correct. I authorize investigation of all statements contained in this application and understand that any misrepresentation, false information, or omission of facts may result in disqualification from employment opportunity with the Company or, disciplinary action up to and including termination of employment if discovered after I have been hired.

Furthermore, I understand and agree that my employment is for no definite period of time and may, at the discretion of the employer or myself, be terminated at any time with or without cause, without any previous notice.

I hereby acknowledge that I have read and understood the above statements provided on this application.

APPLICANT SIGNATURE: _____ DATE: _____

ARCHWAY INCORPORATED IS AN EQUAL OPPORTUNITY EMPLOYER.

APPLICANT - DO NOT WRITE BELOW THIS LINE

Attempt No.	DATE	TIME	RESPONSE
1st			
2nd			
3rd			

Interviewed by: _____ Date: _____

Remarks: _____
