



200 Reserve Boulevard, Suite 300, Charlottesville VA 22901
PLEASE RETURN THIS APPLICATION TO: hr@cathcartgroup.com

Employment Application

Applicant Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Email: _____

Employment Objective

Position Applied for: _____ Desired Salary: \$ _____

If hired, are you authorized to work in the United States? YES NO
 Date Available: _____

Have you ever worked for this company? YES NO If yes, position title & dates of employment: _____

Have you ever been convicted of a crime other than a minor traffic violation? YES NO If yes, explain: _____

A conviction will not necessarily disqualify you for employment. Applicants are not obligated to disclose sealed or expunged records of arrest or conviction.

Education

Name and Location	Last Year of Completion				Graduate?		Major / Area of Study & Degree Earned
	1	2	3	4	YES	NO	
High School _____					<input type="checkbox"/>	<input type="checkbox"/>	_____
College _____					<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (Trade, etc.) _____					<input type="checkbox"/>	<input type="checkbox"/>	_____

Licenses: _____ State Issued: _____ Date of Issue: _____ Expiration Date: _____

Other Applicable Skills and/or Qualifications:

Professional References (list three)

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

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Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination.

Signature: _____ Date: _____