

# Application for Employment

## Norris Enterprises, DBA

iFurn.com, Inc. Pain Relievers, Inc. Lifetime Jewelry, LLC.

Today's DATE \_\_\_\_\_, 200\_\_

**Position Applying For:**  Sales Manager

Name \_\_\_\_\_ Day Phone (\_\_\_\_) \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ Other Phone \_\_\_\_\_ Email: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ How Long? \_\_\_\_ (Mo/Yr)  
 Social Security # \_\_\_\_\_ Number of Children \_\_\_\_\_ Ages \_\_\_\_\_

Because of Federal Law, answers to questions in this section are voluntary and not required for employment.

Date of Birth \_\_\_\_\_ Marital Status: S M D W SEP Weight \_\_\_\_\_  
 Height \_\_\_\_\_ Race \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_  
 Spouses Name \_\_\_\_\_ Spouses Occupation \_\_\_\_\_

Do you have any hour limitations for working? No \_\_\_ Yes \_\_\_ (Please Explain)

Do you have any health problems? \_\_\_\_\_ Condition of Health: \_\_\_\_\_

### Current Employment:

Are you Currently Employed? \_\_\_ Yes \_\_\_ No If so where:

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Contact Phone#(\_\_\_\_) \_\_\_\_\_  
 Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_ Wage/Salary \_\_\_\_\_ hr/mo/yr  
 Describe your job responsibilities: \_\_\_\_\_

What did you enjoy most about this position? \_\_\_\_\_

What did you enjoy least? \_\_\_\_\_

Why are you leaving this position? \_\_\_\_\_

**Past Employment: (most recent first)****1. Company Name and Address** \_\_\_\_\_

Employed from (date) \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/yr Phone \_\_\_\_\_

Describe your job responsibilities \_\_\_\_\_

What did you enjoy most about this position? \_\_\_\_\_

What did you enjoy least? \_\_\_\_\_

Reason For Leaving? \_\_\_\_\_

**2. Company Name and Address** \_\_\_\_\_

Employed from (date) \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/yr Phone \_\_\_\_\_

Describe your job responsibilities \_\_\_\_\_

What did you enjoy most about this position? \_\_\_\_\_

What did you enjoy least? \_\_\_\_\_

Reason For Leaving? \_\_\_\_\_

**3. Company Name and Address** \_\_\_\_\_

Employed from (date) \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/yr Phone \_\_\_\_\_

Describe your job responsibilities \_\_\_\_\_

What did you enjoy most about this position? \_\_\_\_\_

What did you enjoy least? \_\_\_\_\_

Reason For Leaving? \_\_\_\_\_

**List References:**

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

**Education/Skills**

Highest level of education attained: (circle one 12 13 14 15 16+)

List degrees obtained: \_\_\_\_\_

Have you had any sales, sales management, call center or advertising experience?

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

Please describe your skills as a sales manager:

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

Rate your knowledge about furniture terminology: Least 1 2 3 4 5 Most

**Web/Prgramming skills/knowledge:** (Check all that apply)

HTML       Data Processing       Image editing  
 FTP       Others (Please List)

Do you know how to import and export data from one application to another?  Yes  No

Describe your Communication Skills:

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

Describe your Analytical and Math Skills:

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

**Basic Computer Skills/Knowledge** (Rate your skills; B= Basic A= Average P=Proficient)

Microsoft Word       Microsoft Excel       Microsoft Access

Microsoft Outlook

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\_\_\_\_Other (Please List):

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

Describe your computer skills:

\_\_\_\_\_

Do you have any Accounts Payable, bookkeeping or accounting experience?

\_\_\_No \_\_\_Yes (Please Describe In Detail)

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

List ERP or business software you have used proficiently:

\_\_\_\_\_

Do you feel you are average? \_\_\_\_\_

Discuss Closing the Sale

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

How do you feel you would be suited for this position? (See attached job description)

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

Have you ever been convicted of a felony?

Yes\_\_\_\_ (describe) \_\_\_\_\_

No \_\_\_\_\_

Rate your filing skills:

Terrible\_\_\_\_ Under Par\_\_\_\_ Just Okay\_\_\_\_ Pretty Good\_\_\_\_ Great\_\_\_\_ Can't be Beat\_\_\_\_

Rate your typing skills:

Peck\_\_\_\_ Need Practice\_\_\_\_ Adequate\_\_\_\_ Good\_\_\_\_ Smokin' \_\_\_\_\_

Typing speed \_\_\_\_\_ wpm.

Describe your call center management experience:

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

**Continued on Next Page...**

## What Kind Of Person Are You?

People frequently complain that nobody understands them, and it's not surprising, since nobody really understands him/herself as well as they would like to. It's fun getting to know yourself better and psychologists have come up with a new and interesting way to gain further insight into the kind of person you are.

The following test is based on the findings of a series of studies conducted by psychologist Robert H. Knapp and his colleagues at Wesleyan University. Each of the phrases used in the test has been pre-tested on hundreds of men and women, and found to provide an amazingly accurate index to their characters. Here is a list of key phrases which the psychologists find most effective in revealing personality.

To take the test, select from the 18 phrases the one which most closely symbolizes the image you have of yourself.

### SELECT JUST ONE OF THE EIGHTEEN PHRASES FROM THE ENTIRE PAGE

GROUP A	GROUP D
____An Electric Generator	____A racing horse
____A surging Tide	____A cracking whip
____A humming Teakettle	____A plunging waterfall
GROUP B	GROUP E
____A shaft of light	____A tangled string
____A lilting Melody	____A boat lost in the mist
____A bird rising in flight	____A trapped moth
GROUP C	GROUP F
____A leafless tree	____A gently swaying tree
____A water-worn pebble	____A wandering cloud
____A weathered anchor	____A balloon floating in the sky

**I authorize all schools, credit bureaus, and law enforcement agencies to supply information concerning my background, and I authorize all past employers to release employment information concerning my employment records. I understand that I have a right to request disclosure of the nature, scope, and results of such an inquiry. I understand that if any statement herein is not true, offers of employment may be withdrawn.**

Signed \_\_\_\_\_ Date \_\_\_\_\_