

Party Perfect

Party Perfect
 Special Event Rentals
 Richmond, VA
 804-359-2400
 www.partyperfect.com



2277a Dabney Rd
 Richmond, VA 23230
 Phone (804) 359-2400
 Fax (804) 355-0476

Employment Application

POSITION APPLIED FOR		Date:
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Thank you for your interest in Party Perfect. Only final candidates for posted openings will be contacted personally.

GENERAL INFORMATION						
Name (last, first, middle initial)				Social Security No. (Optional)		
Street Address				City, State, Zip		
Home Phone No.	Work Phone No.	Cell Phone No.	Email			
Are you authorized to work in the United States? Proof of Authorization will be required post hire.						
Yes No						
TRAINING AND EDUCATION						
CIRCLE HIGHEST GRADE COMPLETED: 8 9 10 11 12 GED						
Colleges/other training	Major/subject			Degree/certificates		
ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying						
SKILL	TYPE OF EXPERIENCE			LEVEL OF EXPERTISE		
Office equipment, (typing speed, programs, etc.)						
Technical skills, professional licenses						
Computers						
Software						
Other						
Can you perform the essential functions of the job with or without reasonable accommodation? Yes No						

Date available to start ___/___/___ What is your desired salary range? _____

Are you available to work ___Full -Time___Part -Time

BACKGROUND INFORMATION

EACH CASE IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS

Do you have a valid Virginia State Driver's License? Yes No Other State _____

(If position applied for involves driving), have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years? Yes No If yes please explain:

Have you been convicted of a felony or served time in prison within the last ten (10) years? Yes No

Conviction will not necessarily bar you from employment. If yes, please explain:

How/where did you hear about the position for which you are applying? (Check all that apply)

____ Friend or relative ____ Internet ____ Party Perfect employees
____ Newspaper ad ____ Radio ad ____ Website

Other please specify _____

EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections MUST be completed even if a resume is submitted.

Are you currently employed? Yes No

Employer Employed from: To:

Address: Supervisor

Phone Hours worked/week Starting salary

Position Last salary

Primary duties

Number of employees supervised by you May we contact this employer Supervisor's phone

Reason for leaving

Employer Employed from: To:

Address: Supervisor

Phone Hours worked/week Starting salary

Position Last salary

Primary duties

Number of employees supervised by you May we contact this employer Supervisor's phone

Reason for leaving

Employer		Employed from:		To:
Address:		Supervisor		
Phone	Hours worked/week	Starting salary		
Position		Last salary		
Primary duties				
Number of employees supervised by you		May we contact this employer		Supervisor's phone
Reason for leaving				
Employer		Employed from:		To:
Address:		Supervisor		
Phone	Hours worked/week	Starting salary		
Position		Last salary		
Primary duties				
Number of employees supervised by you		May we contact this employer		Supervisor's phone
Reason for leaving				
PROFESSIONAL REFERENCES		Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance		
Please use additional paper if necessary.				
	Name	Place of employment/title	Phone	

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize Party Perfect to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release Party Perfect from any liability for future references it may provide regarding my work history at Party Perfect.

I understand that employment with the Employer is "at-will", which means that either Party Perfect or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant's signature _____ **Date** _____