



**THE HOUSE OF PORTRAITS**

1215 S. Buena Vista St., Suite A, San Jacinto, CA 92583

Phone (951) 654-9999 Fax (951)654-9979

**Employment Application**

Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Available Start Date: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Hours/Days Available: \_\_\_\_\_

Are you working now? \_\_\_\_\_

If so, May we contact your current employer? \_\_\_\_\_

(Please include information in space provided on page 2)

### **Previous Work Experience**

(List below last four employees, starting with last one first)

Date	Reason for Leaving	Business Name & Address	Salary	Position
To: ____/____ From: ____/____				
To: ____/____ From: ____/____				
To: ____/____ From: ____/____				
To: ____/____ From: ____/____				

### **Education**

	Name & Location	Years	Degree	Date of Graduation
High School				
College				

## General

Please list here any special skills / training or experience here:

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## Personal References

1. \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Name Phone Number Years Known
2. \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Name Phone Number Years Known
3. \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Name Phone Number Years Known

## Professional References

1. \_\_\_\_\_ \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Name of Supervisor Business Phone Number
2. \_\_\_\_\_ \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Name of Supervisor Business Phone Number
3. \_\_\_\_\_ \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Name of Supervisor Business Phone Number

## **Authorization**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period fo time , or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH  
AND SIGN BELOW**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatements of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials

I hereby authorize **The House of Portraits** to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to **The House of Portraits** any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release **The House of Portraits**, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials

I understand that nothing contained in the application, conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and **The House of Portraits**. In addition, I understand and agree that if I am employed, my employment is “at will” and for no definite or determinable period and may be terminated by myself or by **The House of Portraits** at any time or no reason at all, with or without prior notice. I further understand that no person in the company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of owner.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature