

Organize Senior Moves, LLC

"Makes Moving Easier"

PO Box 673, Glenmont, NY 12207

OFFICE (518) 621-6568

office.manager@organizeseniormoves.com

www.OrganizeSeniorMoves.com

Application for Hire:

Today's Date _____

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number () _____

Cell Phone Number () _____

Email: _____

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificate?

Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony?

Yes _____ No _____

If yes, please explain: _____

Would you be averse to a criminal background check? _____

Do you have a reliable car and valid driver's License? _____

AVAILABILITY:

Days/Hours Available

Monday _____ Times _____

Tuesday _____ Times _____

Wednesday _____ Times _____

Thursday _____ Times _____

Friday _____ Times _____

What date are you available to start work? _____

Organize Senior Moves cannot guarantee a set amount of hours per week. Please put your initials that you acknowledge. _____

EDUCATION:

Are you a High School Graduate? _____

Name and Address of School/College - Degree/Diploma - Graduation Date _____

SKILLS and QUALIFICATIONS: *Organizing, Interior Design, Management Skills, etc...*

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reasons for Termination or Leave: _____

May We Contact Your Present Employer?

Yes _____ No _____

EMPLOYMENT HISTORY:

Previous of last position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reasons for Termination or Leave: _____

May We Contact Your Previous Employer?

Yes _____ No _____

REFERENCES (no family)

Name/Title/Address/Phone: _____

Name/Title/Address/Phone: _____

Name/Title/Address/Phone: _____

If possible, go to our website: Organizeseniormoves.com

Are there any services listed that you would not feel comfortable providing? _____

What personal qualities do you feel would benefit those you come in contact with through Organize Senior Moves? _____

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

***Please return application by:** email (office.manager@organizeseniormoves.com) or to address listed at the top of page

Thank you.