

Plan Bee Academy
4500 Peek Trail
Chesapeake, Va. 23321
757-338-3472

Date: _____

General Information

Name _____

Social Security No. _____

Home Address

Telephone _____ Email _____

Position Applied For _____

Date Available _____

FULLTIME PARTIME TEMPORARY PERMANENT

Education Information

Major Studies Degree, Diploma, License or Certificate (list type and date) _____

High School _____

Vocation/Business/Other _____

College/university _____

Graduate _____

Other Special Knowledge, Skills Qualifications

Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume with this information if desired.

Most Recent Employer

Is this your current employer? NO YES May we contact this employer for references? NO YES

Employed From _____ Employed To _____

Job Title _____

Employer Name

Employer Address _____

Supervisor's Name _____

Supervisor's Phone _____

Job Duties and

Responsibilities _____

Reason for

Leaving _____

Next Most Recent Employer

Employed From _____ Employed To _____

Job Title

Employer Name

Employer Address

Supervisor's Name

Supervisor's Phone

Job Duties and
Responsibilities

Reason for
Leaving

Next Most Recent

Employer

Employed From Employed To

Job Title

Employer Name

Employer Address

Supervisor's Name

Supervisor's Phone

Job Duties and
Responsibilities

Reason for

Leaving _____

Volunteer Activities (list organization, type of service,
dates) _____

Hobbies, Interests

(optional) _____

Certification and Authorization

The above information is true and correct.

I authorize the Company to inquire into my education, past employment history,
and references as needed to research my qualifications for this position.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date _____

Plan Bee Academy
4500 Peek Trail
Chesapeake, Va. 23321
(757) 375-1560

Reference Check Off Sheet

Name of Prospective Employee _____

Reference	Date Contacted	Recommended Yes/no	Notes