



**\*\*Employment Application\*\***

**\*\*Personal Information\*\***

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Social Security Number: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_

**\*\*Position Applied For\*\***

- Position Title: \_\_\_\_\_
- Department: \_\_\_\_\_
- Date Available to Start: \_\_\_\_\_

**\*\*Employment History\*\***

Please list your employment history starting with your most recent position.  
Include part-time and full-time positions.

1. Employer: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Position Held: \_\_\_\_\_
  - Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_
  - Dates Employed  
From: \_\_\_\_\_ To: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_

- Phone: \_\_\_\_\_

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

- Supervisor: \_\_\_\_\_

- Position Held: \_\_\_\_\_

- Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

- Dates Employed  
From: \_\_\_\_\_ To: \_\_\_\_\_

- Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_

- Phone: \_\_\_\_\_

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

- Supervisor: \_\_\_\_\_

- Position Held: \_\_\_\_\_

- Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

- Dates Employed  
From: \_\_\_\_\_ To: \_\_\_\_\_

- Reason for Leaving: \_\_\_\_\_

**\*\*Education\*\***

- High School: \_\_\_\_\_

- Degree/Certificate: \_\_\_\_\_

- Graduation Year: \_\_\_\_\_

- College/University: \_\_\_\_\_

- Degree: \_\_\_\_\_

- Major: \_\_\_\_\_

- Graduation Year: \_\_\_\_\_

**\*\*Skills and Qualifications\*\***

- List any relevant skills and qualifications that make you a suitable candidate for this position.

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**\*\*Military Service: \*\***

Branch:

Rank at Discharged:

Type of Discharge:

From:

To:

If other than honorable, explain:

**\*\*References\*\***

Please provide three professional references.

1. Name: \_\_\_\_\_

- Relationship to Applicant: \_\_\_\_\_

- Phone Number: \_\_\_\_\_

- Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

- Relationship to Applicant: \_\_\_\_\_

- Phone Number: \_\_\_\_\_

- Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

- Relationship to Applicant: \_\_\_\_\_

- Phone Number: \_\_\_\_\_

- Email Address: \_\_\_\_\_

**\*\*Additional Information\*\***

- Are you legally eligible to work in this country? [  ] Yes [  ] No

- Have you ever been convicted of a felony? [  ] Yes [  ] No (If yes, please explain)

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**\*\*Signature\*\***

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from employment or termination if employed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Disclaimer\*\***

1. All information submitted will be considered in reviewing my application and is subject to investigation. I hereby authorize Cocoon Consulting and Logistics Services, LLC Human Resources, and/or affiliate companies to investigate all statements applicable, except as indicated.
2. I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for is cause for dismissal upon discovery of such information.
3. If accepted for employment, I hereby agree to comply with the rules, regulations and policies of Cocoon Consulting and Logistics Services, LLC.
4. I am aware that an investigative consumer report may be made in connection with my application for employment. This report may include information as to my character, general reputation, personal habits, and mode of living, obtained from or through personal interview with persons with whom I am acquainted, or those persons who may have knowledge concerning any such items of information.
5. In the event that such an investigative consumer report is procured, upon my written request of Cocoon Consulting and Logistics Services, LLC. I will be provided with a complete and accurate disclosure of the nature and scope of the investigation conducted.

I understand that Cocoon Consulting and Logistics Services, LLC. follows an employment-at-will policy, in that I or Cocoon Consulting and Logistics Services, LLC. and/or affiliate companies may terminate my employment at any time, for any reason consistent with applicable State or Federal Law.