

Personal References (Please exclude immediate family)

Name: Relationship: Years acquainted:

Phone: Email: City:

Name: Relationship: Years acquainted:

Phone: Email: City:

Name: Relationship: Years acquainted:

Phone: Email: City:

Education School Name: Years Attended Graduate?

Education	School Name:	Years Attended	Graduate?	
Grammar School:			YES	NO
High School:			YES	NO
College:			YES	NO
Trade, Business or Other:			YES	NO

(Describe School type:)

*I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE **AND** COMPLETE TO THE ABSOLUTE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF HIRED ANY FALSIFIED OR KNOWINGLY MISLEADING STATEMENTS SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL. I AUTHORIZE GESKUS PHOTOGRAPHY INC. TO INVESTIGATE ALL REFERENCES AND EMPLOYERS LISTED ABOVE. I ALSO GRANT GESKUS PHOTOGRAPHY INC. TO PERFORM A THOROUGH BACKGROUND CHECK ON THE APPLICANT PRIOR TO HIRE.*

Applicant's Signature

Today's Date:

/ /

Applicant's Printed Name:

Please drop off the application any time Monday thru Friday during the hours of 9:00 am to 3:00pm.

If special arrangements need to be made please contact us at (616) 453-4170.

DO NOT WRITE ON THIS PAGE - FOR INTERVIEWERS USE ONLY!

INTERVIEW # INTERVIEWED BY: DATE:

COMMENTS:

INTERVIEW # INTERVIEWED BY: DATE:

COMMENTS:

INTERVIEW # INTERVIEWED BY: DATE:

COMMENTS:

INTERVIEW # INTERVIEWED BY: DATE:

COMMENTS:

HIRE DATE: BY: WAGE:

POSITION: DEPARTMENT:

WILL REPORT TO:

PROCESSING CHECKLIST FOR NEW EMPLOYEES: INFO TO PAYROLL (DATE)

PAYROLL RECEIVED:

W-4 RECEIVED:

MI-W4 RECEIVED: HANDBOOK GIVEN:

CITY INCOME TAX: MANUAL GIVEN: