

DESIGN • STEWARDSHIP • REPAIR
- EST 1991 -
KIRK & Co.
JEWELERS
PROFESSIONAL GOLDSMITHS

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Full Name:

Date:

Last, First, M.I.

Address:

Apt/Unit #:

Street Address

City:

State:

Zip Code:

Phone:

Email:

Date Available:

Desired Salary: \$

Position Applied For:

Are you a citizen of the United States?

☐ YES ☐ NO

If no, are you authorized to work in the US?

☐ YES ☐ NO

Have you ever been convicted of a felony?

☐ YES ☐ NO

If yes, explain: _____

EDUCATION

LEVEL	SCHOOL NAME & ADDRESS	DATES (FROM - TO)	GRADUATED?	DEGREE / DIPLOMA
High School			☐ YES ☐ NO	
College			☐ YES ☐ NO	
Other			☐ YES ☐ NO	

REFERENCES

Please list three professional references.

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Email: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Email: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Email: _____

PREVIOUS EMPLOYMENT

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

From: _____ **To:** _____

Responsibilities: _____

May we contact your previous supervisor? ☐ YES ☐ NO

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

From: _____ **To:** _____

Responsibilities: _____

May we contact your previous supervisor? ☐ YES ☐ NO

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

From: _____ **To:** _____

Responsibilities: _____

May we contact your previous supervisor? ☐ YES ☐ NO

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____