



**Application for Employment
with Harry Ritchie Jeweler, Inc.
(hereinafter, Harry Ritchie's)**

To Job Applicant: Please read carefully - Write clearly - Answer all questions - Date, sign, and return to Harry Ritchie's.

_____ Social Security Number _____

_____ Last Name First Name Middle Name

Address: _____ Telephone Number _____

_____ No. Street City-State Zip

Are you 18 years of age or over? _____ Position desired _____

Work hours desired _____ Full time _____ Part time _____ Salary requested: \$ _____ Per _____

Work Experience

(List your last employer first. Account for all occupied and unoccupied time the past ten years)

Date		Salary		Employer & Address	Position/Title	Reason for leaving
From	To	Starting	Leaving			
mo. yr.	mo. yr.	\$ per.	\$ per.	Employer _____ Address _____		
mo. yr.	mo. yr.	\$ per.	\$ per.	Employer _____ Address _____		
mo. yr.	mo. yr.	\$ per.	\$ per.	Employer _____ Address _____		
mo. yr.	mo. yr.	\$ per.	\$ per.	Employer _____ Address _____		
mo. yr.	mo. yr.	\$ per.	\$ per.	Employer _____ Address _____		
mo. yr.	mo. yr.	\$ per.	\$ per.	Employer _____ Address _____		

Military Service

Branch of Service _____ Rank at Discharge _____

List decorations received _____

Are you a member of Reserves or National Guard? _____

Education

Name & complete address of schools	Circle last grade completed	Did you Graduate?	Date of leaving graduation
Last Elementary School	1 2 3 4 5 6 7 8		
Last High School	9 10 11 12		
Jr. College, College, or University	Major Subjects	Years Completed	Degrees
Technical, Business or Vocational School			

List of courses you are currently taking: _____ Do you like to work with figures? _____

Do you plan to take additional courses? _____ What? _____ Where? _____

Shorthand speed _____ Typing speed _____ Foreign Language _____

Do you possess a professional or trade license or certificate? _____ Type _____ Issued by _____ Date Expired _____

What business or vocational machines or equipment can you operate? _____

