



APPLICATION FOR EMPLOYMENT

POSITION DESIRED _____ *DATE:* _____

Check One: _____ *Full Time/Inside Sales* _____ *Part Time/Outside Sales*

Check One: Are you available to travel: _____ *weekly* _____ *monthly* _____ *yearly*

I. PERSONAL INFORMATION

1. *NAME:* _____
2. *PHONE:* _____
3. *ADDRESS:* _____
4. *CITY:* _____ *STATE:* _____ *ZIP:* _____
5. *SOCIAL SECURITY NUMBER:* _____
6. *DRIVERS LICENSE NUMBER:* _____
7. *DATE OF BIRTH:* _____
8. *EMAIL ADDRESS:* _____
9. *PASSPORT NUMBER:* _____

II. BACKGROUND

1. *Are you related to anyone in our agency?*
2. *Referred by (person, agency, college, newspaper)*

3. *Have you ever applied at this agency before?*
4. *What foreign language do you speak fluently*

III. PERSONAL REFERENCES

List below two character references that you have known for at least one year. Do not list relatives

1. *NAME: _____ ADDRESS _____*
CITY: _____ STATE _____ ZIP _____
PHONE: _____ YEARS ACQUAINTED _____
2. *NAME: _____ ADDRESS _____*
CITY: _____ STATE _____ ZIP _____
PHONE: _____ YEARS ACQUAINTED _____

IV: EDUCATION

HIGH SCHOOL

NAME _____
LOCATION _____
SUBJECT/DEGREE _____

COLLEGE

NAME _____
LOCATION _____
SUBJECT/DEGREE _____

GRADUATE SCHOOL

NAME _____
LOCATION _____
SUBJECT/DEGREE _____

OTHER

NAME _____
LOCATION _____
CERTIFICATIONS/AFFILIATIONS/DEGREES: _____

V. **PERSONAL STATEMENT:**

Please write several paragraphs explaining why you are interested in employment at Distinct Destinations Travel Agency. Briefly described the qualities you possess that will enable you to do the job.

VI: **READ CAREFULLY BEFORE SIGNING**

I authorize the release reference information regarding my character and/or previous employment.

I certify that I have read and correctly answered all information on this application. I understand that any false statement may be cause for termination.

DATE: _____ SIGNATURE: _____

DISTINCT DESTINATIONS TRAVEL AGENCY (DDTA) consider all applications for all positions without regard to race, color, sex, religion, national origin, age, marital status or veteran status, the presence of a non-job related medical condition or handicap, or any other protected status.