

COPIES F.Y.I., INC.

Employment Application

Date: _____

Name:

Last Name

First Name

Middle

Address: _____

Telephone: Day (____) _____

Evening (____) _____

Emergency Contact: (Name) _____

Emergency Telephone:(____) _____

How did you hear about Copies F.Y.I.? _____

Have you ever been convicted of a felony? Yes _____ No _____

What are your salary expectations? _____

Are there any other requirements you have for employment? _____

How much notice is needed for your current employer? _____

Minimum Hrs/Wk Wanted _____ Maximum Hrs/Wk wanted _____

Did you read & sign the Applicant Review of the position you are applying? Yes _____ No _____

What reason(s), if any, are there that you cannot perform the listed specific job responsibilities?

Are you either an R.H.I.A. or R.H.I.T. certified with AHIMA or student status in either certified program?

Yes _____ No _____

Can you provide proof of valid driver's license? Yes _____ No _____

Can you provide proof of valid automobile insurance? Yes _____ No _____

What qualities do you possess that will make you a valued employee of Copies F.Y.I.?

Why do you want a position with Copies F.Y.I., Inc? _____

Past Employers:

Company Name	Position	Time in Position	Reason for leaving	Salary
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Company Name	Position	Time in Position	Reason for leaving	Salary
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Company Name	Position	Time in Position	Reason for leaving	Salary
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Company Name	Position	Time in Position	Reason for leaving	Salary
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Can we contact any of the above employers? If not, please list. _____

References:

Name	Company	Position	Address	Telephone
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Name	Company	Position	Address	Telephone
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Name	Company	Position	Address	Telephone
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Name	Company	Position	Address	Telephone
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Can we contact any of the above listed references? If not, please state.

Copies F.Y.I., Inc. does not intend for this document to be construed as a contract between Copies F.Y.I., Inc. and the applicant.

Applicant's Signature

Date