

**COATES FIELD SERVICE, INC.**  
**EMPLOYMENT APPLICATION**  
**An Equal Opportunity Employer**  
*(Please type or print)*

Date \_\_\_\_\_ 20 \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Social Security Number

Present Address \_\_\_\_\_  
Street or PO Box City State Zip

Permanent Address \_\_\_\_\_  
Street or PO Box City State Zip

Telephone number(s) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**EDUCATION**

	Name of School	Location	Course/Degree	Year Graduated
High School	_____	_____	_____	_____

College	_____	_____	_____	_____
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Graduate Work	_____	_____	_____	_____
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If no degree was obtained, indicate total number of college credit hours earned \_\_\_\_\_

Other training or special courses \_\_\_\_\_

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Professional memberships \_\_\_\_\_

Professional or technical degrees, licenses, certificates \_\_\_\_\_

Do you hold a **current** real estate license? Yes  No  If yes, from what state? \_\_\_\_\_ Expires \_\_\_\_\_

Social organizations you belong to \_\_\_\_\_

Do you speak or write any language(s) other than English? Yes  No  If yes, what? \_\_\_\_\_

Have you ever been convicted of (or plead guilty or no contest to) a misdemeanor or felony? Yes  No  If yes, attach explanation.

Are you willing and able to travel and work nationwide? Yes  No  If no, list specific area(s) you wish to restrict your employment \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes  No

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Position desired \_\_\_\_\_ Monthly salary expected \_\_\_\_\_

Other position(s) for which you are qualified \_\_\_\_\_

Are you presently employed? Yes  No  If no, reason for leaving last employment \_\_\_\_\_

If a position is offered, when can you report for work? \_\_\_\_\_



**EMPLOYMENT HISTORY**

*(Begin with present status or last position of employment)*

From Mon/Yr	To Mon/Yr	Total Months	Description of duties and responsibilities	
Full Name Of Employer				
Main Office Address				
City		State	Zip	Telephone
Name of supervisor				
Name of client company (if applicable)			Location Of work	Reason for leaving
Base Salary		Other		Home address during this employment

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May we contact your present employer? \_\_\_\_\_

**PERSONNAL REFERENCES**

*(not former employers or relatives, but people who have known you in a professional capacity)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Occupation \_\_\_\_\_

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Office machines you are able to operate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Typing Speed \_\_\_\_\_ WPM      Shorthand speed \_\_\_\_\_ WPM

Computer experience (include types of computers you have worked on and software programs you have worked with):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly state why you want the position for which you are applying, and what contributions you would make to Coates Field Service, Inc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Coates Field Service, Inc. to make inquiry of every former employer named herein, and of every individual named herein as a personal reference for the purpose of obtaining any information sought concerning my personal habits, professional abilities or the manner in which I conduct transactions.

I hereby consent to take a physical examination now and at any such future time as may be required by Coates Field Service, Inc. or by a physician chosen by Coates Field Service, Inc.

In the event of my employment by Coates Field Service, Inc., I agree to abide by all present and subsequently issued rules of Coates Field Service, Inc. and all the provisions of the Temporary Employment contract entered into between Coates Field Service, Inc. and myself at the time of my employment.

I understand that the issuance of this blank application form does not necessarily indicate that there are any positions open and does not in any way obligate Coates Field Service, Inc.

I understand that in the event of my employment by Coates Field Service, Inc., I shall be subject to immediate dismissal if any information included here is false or incomplete.

Date \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Interviewer's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

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### NOTICE TO APPLICANT

**Inquiry of all business and personal references will be made. ALL MUST HAVE CORRECT TELEPHONE NUMBERS AND MAILING ADDRESSES. Failure to provide correct information will result in your application not being processed.**

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*Coates Field Service, Inc. is an affirmative action employer, in compliance with federal laws and regulations, and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status in any of its policies, practices or procedures.*



**Coates Field Service, Inc.**  
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**cfs4800@coatesfieldservice.com**