

Date: _____

Berlitz International, Inc.



Application for Employment

GENERAL INFORMATION

(Please answer every question. Use pen and print.)

Last Name _____ First _____ Middle Initial _____ Telephone # _____

Address _____ Social Security # _____

City _____ State _____ Zip Code _____

How were you referred to us:

- Rehire Employee Referral. List employee name/location: _____
 Newspaper Employment Agency Internet/web site Other: _____

PERSONAL DATA

Have you ever been employed by Berlitz International, Inc.? Yes No

If Yes, employed from: _____ to _____ Location/Position: _____

Are you legally eligible to work in the United States? Yes No

WORK PREFERENCE

Position for which you are applying: _____ Salary Requirement: _____

Hours & Days available to work: _____ Date Available: _____

Please indicate the language(s) with which you are familiar.

[indicate Fluent, Good or Minimal]

Language	Speak	Read	Write

EDUCATION

	Name	City	State	Major	Graduated		Degree
					Yes	No	
High School							
College							
Graduate							
Other							

List specialized courses, seminars, workshops, etc. _____

WORK HISTORY

List present and previous employers, starting with your most recent position.

1. Employer Name: _____
 Address: _____
 Job Title: _____
 Supervisor: _____
 Job Description: _____

Employed from: _____ to _____
 Salary: _____
 Reason For Leaving: _____

2. Employer Name: _____
 Address: _____
 Job Title: _____
 Supervisor: _____
 Job Description: _____

Employed from: _____ to _____
 Salary: _____
 Reason For Leaving: _____

3. Employer Name: _____
 Address: _____
 Job Title: _____
 Supervisor: _____
 Job Description: _____

Employed from: _____ to _____
 Salary: _____
 Reason For Leaving: _____

If you are employed now, may we contact your employer? Yes No
 Have you ever been terminated by an employer? Yes No
 If yes, why _____
 If applicable, indicate dates of unemployment: From _____ To _____

PLEASE READ BEFORE SIGNING THIS APPLICATION

I hereby affirm that my answers to all the questions are true and correct, and that I have not withheld any facts or circumstances, either in this application or in any interview which would, if disclosed, affect my consideration for employment unfavorably. I understand that any false, inaccurate or omitted statement of a material fact could be cause for rejection of my application or termination of my employment. If, during the course of my employment, I use Berlitz International, Inc. as a credit reference, I agree that the company may supply, in confidence, any and all information requested which in the company's judgement is reasonably related to any credit investigation of me. I also understand that my employment and compensation can be terminated with or without cause, at any time, at the option of Berlitz International, Inc. or myself.

Signature _____

Date _____

Berlitz International, Inc. is an Equal Opportunity Employer M/F/V/D

If hired, this application will become part of your official employment record.
www.berlitz.com