



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.

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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.*