



# C.H.T. Services, Inc.

2901 Campus Road, Brooklyn, NY 11210  
Phone: (718)874-6226 Ext. 101. Fax: (718) 874-0041  
www: chtservices.com

## HR File Checklist

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) Social Security # \_\_\_\_\_  
Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) Phone: ( ) \_\_\_\_\_

Are you a citizen of the United States? \_\_\_ if not, do you have the right to remain permanently and work in the United States? \_\_\_  
Position Applied: \_\_\_\_\_ Date Available: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_  
Specify hour's available: \_\_\_\_\_ Have you ever worked for us before? \_\_\_ if yes, dates of employment: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## EDUCATION

College Name: \_\_\_\_\_ Address: \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_  
Graduate? \_\_\_\_\_ Degree: \_\_\_\_\_ Honors: \_\_\_\_\_ Major: \_\_\_\_\_

Other School Name: \_\_\_\_\_ Address: \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_  
Graduate? \_\_\_\_\_ Degree: \_\_\_\_\_ Honors: \_\_\_\_\_ Major: \_\_\_\_\_

List below all present and past employment for all periods of unemployment in excess of three months, please give an explanation.

I. From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Type of work you performed: \_\_\_\_\_

II. From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Type of work you performed: \_\_\_\_\_

III. From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Type of work you performed: \_\_\_\_\_

Have you ever serviced in the United States Armed Forces? \_\_\_ if yes, state dates and rank: \_\_\_\_\_

## PERSONAL REFERENCES

Please list 2 professional and 1 personal reference

NAME	ADDRESS & TELEPHONE	OCCUPATION

Have you ever been convicted on any crime, other than a parking or traffic violation? If yes, please specify nature of offense

I hereby state that all of the forgoing information I have supplied in this application is a true and complete statement of the facts. False statements contained in this application is immediate cause for dismissal. I further give my permission for this agency to verify all schooling, references and licenses.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

## FOR OFFICE USE ONLY

Date of Interview: \_\_\_\_\_ Comments: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ References Check # 1: \_\_\_\_\_ #2: \_\_\_\_\_