



ADMINISTRATIVE APPLICATION FOR EMPLOYMENT

The following employment application pertains to applicants for positions with GMH Enterprises, Inc. dba TenniStar Sports.

PLEASE PRINT LEGIBLY AND RETURN THE COMPLETED APPLICATION TO MITCH HENKIN, 2813 East-West Hwy., Chevy Chase, Maryland, 20815 OR EMAIL IT TO OFFICE@TENNISTAR.COM. Call (301) 530-5472 one week after mailing your application, to confirm that it has been received.

All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national, origin or the presence of disabilities. Additional testing of job-related skills may be required prior to employment.

PLEASE TYPE OR PRINT CLEARLY.

TODAY'S DATE: _____
Month/Day/Year

YOUR FULL NAME: _____
First Middle Last

YOUR HOME ADDRESS: _____

_____ City State Zip Code

CELL PHONE NUMBER: _____ HOME PHONE: _____

GRADE OR YEAR IN COLLEGE: _____

YOUR SCHOOL ADDRESS (if applicable): _____

_____ SCHOOL TELEPHONE NUMBER: _____

E-MAIL: _____

SEX: ___ MALE ___ FEMALE

POSITION APPLIED FOR: _____

EXPECTED HOURLY OR WEEKLY SALARY: _____

INCLUSIVE DATES AVAILABLE TO WORK: FROM: _____ TO _____

DO YOU HAVE VACATION PLANS THAT WILL PREVENT YOU FROM WORKING ON CERTAIN DAYS OR WEEKS DURING THE SUMMER? ____ YES ____ NO IF YES, PLEASE LIST DATES, ETC.: _____

MOST RECENT EMPLOYER

DATES OF EMPLOYMENT: FROM _____ TO _____

COMPANY NAME: _____

JOB TITLE: _____

DUTIES: _____

SALARY: _____ PER HOUR/WEEK/MONTH (circle one).

REASON FOR LEAVING: _____

TELEPHONE NUMBER: _____ CONTACT: _____

SECOND MOST RECENT EMPLOYER

DATES OF EMPLOYMENT: FROM _____ TO _____

COMPANY NAME: _____

JOB TITLE: _____ DUTIES: _____

SALARY: _____ PER HOUR/WEEK/MONTH (Circle One).

REASON FOR LEAVING: _____

TELEPHONE NUMBER: _____ CONTACT: _____

HAVE YOU BEEN FIRED FROM ANY POSITION? ____ YES ____ NO

IF YES, STATE CIRCUMSTANCES: _____

DO YOU HAVE RELIABLE TRANSPORTATION? _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF YOUR VISA OR IMMIGRATION STATUS? _____

PLEASE DESCRIBE YOUR EDUCATIONAL BACKGROUND (including your major in college if applicable):

LIST ANY SPECIAL HONORS YOU HAVE RECEIVED:

LIST YOUR LANGUAGE SKILLS (other than English):

DESCRIBE YOUR PROFICIENCY WITH MICROSOFT WORD, EXCEL, PUBLISHER, APPLE SOFTWARE, VIDEO SKILLS, MICROSOFT SURFACE, OR OTHER:

ABOUT HOW FAST DO YOU TYPE?

DO YOU HAVE ANY ACCOUNTING SKILLS? _____

BRIEFLY DESCRIBE WHY YOU WISH TO WORK FOR GMH ENTERPRISES, INC. AND WHAT QUALITIES YOU FEEL WOULD MAKE YOU A GOOD EMPLOYEE:

PLEASE LIST TWO INDIVIDUALS WE MAY CONTACT AS REFERENCES (NOT RELATIVES):

NAME: _____ **TELEPHONE NO.:** _____

NAME: _____ **TELEPHONE NO.:** _____

APPLICANT'S STATEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN, AS MAY BE DEEMED NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW MAY RESULT IN IMMEDIATE DISCHARGE.

SIGNATURE OF APPLICANT: _____
