



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME: LAST FIRST M.I. DATE OF BIRTH: / / S.S.#: DRIVER'S LICENSE #: TELEPHONE: () ADDRESS: STREET CITY STATE ZIP ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED BY THIS COMPANY? Y/N NAME: FIRST LAST ARE YOU IN THE U.S. MILITARY? Y/N RANK: ARE YOU IN THE NATIONAL GUARD OR RESERVES? Y/N HAVE YOU EVER BEEN CONVICTED OF A FELONY? Y/N FOR WHAT? ARE YOU A U.S. CITIZEN? Y/N REFERRED BY: NAME

EMPLOYMENT DESIRED

POSITION: DATE AVAILABLE DESIRED \$ / HR. / WK. ARE YOU CURRENTLY EMPLOYED? Y/N IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? Y/N TELEPHONE: () EVER APPLIED TO THIS COMPANY BEFORE? Y/N WHERE: LOCATION WHEN: APPROX. DATE

EDUCATION

Table with 5 columns: School Type, Name and Location of School, Years Attended, Date Graduated, Subjects Studied. Rows include Grammar School, High School, College, Trade, Etc. School.

REFERENCES

(GIVE BELOW, NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 1 YEAR)

Table with 4 columns: Name, Address, Business, Telephone. Three rows for references.

APPLICATION CONTINUES ON OTHER SIDE

FORMER EMPLOYERS

(LIST BELOW, LAST FIVE EMPLOYERS, STARTING WITH LAST ONE FIRST)

FROM	NAME AND ADDRESS	SALARY	POSITION	REASON FOR LEAVING
TO	OF EMPLOYER			

ACKNOWLEDGEMENT

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PREVIOUS NOTICE.

SIGNATURE: _____

DATE: _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____

DATE: _____

REMARKS: _____

NEATNESS:		CHARACTER:	
PERSONALITY:		ABILITY:	

HIRED: _____ POSITION: _____ SALARY/WAGES:\$ _____ / _____ START DATE: _____ / _____ / _____
DATE HR. / WK.

APPROVED BY: _____ DATE: _____ / _____ / _____
NAME TITLE