

Name _____

Position applied for _____

Date _____

APPLICATION FOR EMPLOYMENT

*An
Equal
Opportunity
Employer*

All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer equal employment opportunities to all persons without regard to race, religion, age, sex, national origin, or handicap. The use of the form does not mean there are positions open and does not obligate us in any way. This application will remain on active file for a period of _____ months from date of application.

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PERSONAL INFORMATION

Name (Print) _____
(Last Name) (First Name) (Middle Name) Home or Nearest Phone _____

Present Address _____
No. Street

City State Zip _____
If at present address less than one year, please give

Previous Address _____ Social Security No. _____

Are you over the age of 18? Yes No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? _____

Are you a citizen of the United States? Yes No If not a citizen of the U.S., can you provide Form I-151 or Form I-94 as proof that you can legally be employed in the United States? Yes No

Do you intend to remain permanently in the U.S.? Yes No

Position applied for _____ How soon could you report to work? _____

Type of employment Full Time Part Time Temporary Rate of Pay Expected _____

What days and hours if part time? Days _____ Hours _____

EDUCATION

Type of School	Name and Address of School	Courses Majored in	Check last year completed				Graduate? Give Degrees	
			5	6	7	8	Yes	No
Elementary								
High School			1	2	3	4	Yes	No
College			1	2	3	4	Yes	No

EMPLOYMENT HISTORY

Have you applied for a job with us before? Yes No Have you ever worked for us before? Yes No

How did you come to apply? Employee Referral Former Employee High School Recruitment

College Recruitment Newspaper Ad Walk-in Other: _____

Have you ever been bonded? Yes No Have you ever been refused bond? Yes No

If so, state reason and date. _____

Have you ever been convicted of a crime except a minor traffic violation? Yes No If so, state date, court and place where offense occurred. _____

Have you ever been discharged or requested to resign from a position? Yes No

If so, please explain. _____

Does present employer know you plan employment change? Yes No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

PRIOR WORK RECORD (Start with most recent or present employer)

1. Name, Address & Phone of Most Recent Employer		Telephone No.	
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate	
Your Job Title & Duties	Date Left	Last Rate	
Reason for Leaving			
2. Name, Address & Phone of Employer		Telephone No.	
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate	
Your Job Title & Duties	Date Left	Last Rate	
Reason for Leaving			
3. Name, Address & Phone of Employer		Telephone No.	
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate	
Your Job Title & Duties	Date Left	Last Rate	
Reason for Leaving			

SERVICE IN U.S. ARMED FORCES

Have you served in the U.S. Armed Forces? Yes No If yes, date active duty started _____

Which service? _____ What branch of that service? _____

Starting rank? _____ Final Rank? _____

What were your duties? _____

REFERENCES

(Do not list relatives or former employers)

Name _____	Address _____	Occupation _____
Name _____	Address _____	Occupation _____
Name _____	Address _____	Occupation _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

<p>"I certify that the information given by me in this application is true in all respects, and I agree that if employed and it is found to be false in any way, that I may be subject to dismissal without notice, if and when discovered. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful and avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor, and that employment is terminable at the will of either the employee or employer."</p>	<p>"I agree to be employed on a _____ calendar days probationary period and that I may be dismissed at any time during this period at the discretion of the employer. I agree to submit to a physical examination whenever requested and, if employed, I agree to observe all present and subsequently issued personnel policies and rules. These rules and policies are intended to guide the organization in its relationship with its employees. It is not a contract of employment, and I do not construe it as such. Policies and rules which are issued are not conditions of employment. I understand that the employer may revise policies or procedures, in whole or in part, at any time, with or without notice."</p>
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Signature of Applicant _____

Date _____