

AN
EQUAL
OPPORTUNITY
EMPLOYER

APPLICATION FOR EMPLOYMENT

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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 this form does not mean there are positions open and does not obligate us in any way.

PERSONAL INFORMATION

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

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 1-151 or Form 1-94 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

Positions 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 _____

From () AM () PM

To () AM () PM

EDUCATION

Type of School	Name and Address of School	Courses Majored in	Check Last Year Completed	Graduate? Give Degrees
Elementary			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
College			1 2 3 4	

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 every been convicted of a crime except a minor traffic violation? Yes No If so, state date, court and place where offence 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 the 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 _____

_____ 20 _____ 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

"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.

"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 physical examination whenever requested and, if employed, I agree to abide by all present and subsequently issued personnel policies and rules."

Signature of Applicant _____ Date _____