



# APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, non-job related handicap or disability or veteran status.

<b>PERSONAL BACKGROUND</b>			Driver's License Number _____	
Name _____			Social Security - Number _____	
Last	First	Middle		
Present Address Street		City	State	Zip Code
Permanent Address Street		City	State	Zip Code
Phone No. ( ) _____		Referred by: _____		

Position applying for: \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you employed? Yes  No  If so, may we inquire of your present employer? Yes  No

Ever applied to this company before? Yes  No  Where? \_\_\_\_\_ When? \_\_\_\_\_

Are you willing to work overtime? Yes  No  Are you willing to work non-standard shifts? Yes  No

Are you willing to work weekends? Yes  No  Are you willing to relocate? Yes  No

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_

If under 18 years of age, do you have a work permit? Yes  No

After employment, can you submit verification of your legal right to work in the U.S. ? Yes  No

Have you ever been convicted of a felony? (A conviction record will not necessarily be a bar to employment.) Yes  No

Please explain: \_\_\_\_\_

EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	GRADUATED	MAJOR AREA OF STUDY
HIGH SCHOOL		9 10 11 12	Yes <input type="checkbox"/> No <input type="checkbox"/>	
COLLEGE		13 14 15 16	Yes <input type="checkbox"/> No <input type="checkbox"/>	
TRADE BUSINESS OR GRADUATE SCHOOL			Yes <input type="checkbox"/> No <input type="checkbox"/>	
SPECIALIZED TECHNICAL SKILLS (i.e. COMPUTER PROGRAMMER/LANGUAGE, EQUIPMENT OPERATION, SPECIAL TOOLS OR MACHINES USED)				

**PHYSICAL RECORD**

Do you have any handicap or disability which would substantially interfere with your ability to perform the essential duties of the job for which you have applied? If yes, what can be done to accommodate your limitations?

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE***(List below last four employers, starting with your present or last place of employment.)*

Date Mo/Yr.	Name and Address of Employer	Salary	Position	Name of Supervisor	Reason for Leaving
Fr.					
To					
Describe Duties:					
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Fr.					
To					
Describe Duties:					
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Fr.					
To					
Describe Duties:					
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Fr.					
To					
Describe Duties:					
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>					

**REFERENCES:**

Give the names of three persons not related to you, whom you have known at least three years.

	Name & Occupation	Address	Telephone	Yrs Known
1.				
2.				
3.				

**APPLICANT'S STATEMENT**

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct investigations of my civil and criminal background. I release all parties from any liability in connection with the provision and use of such information.

I understand and agree that, if employed by this organization, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

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 Applicant's Signature

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 Date