



APPLICATION FOR EMPLOYMENT

REFERRED BY:			
PERSONAL INFORMATION		SOCIAL SECURITY NUMBER - -	APPLICATION DATE:
LAST NAME	FIRST NAME	MIDDLE INITIAL	TELEPHONE NUMBER
MAILING ADDRESS	NO. and STREET	CITY	STATE
PERMANENT ADDRESS	NO. and STREET	CITY	STATE
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES?			
EMPLOYMENT DESIRED		DATE YOU CAN START:	SALARY DESIRED:
POSITION APPLIED FOR:	ARE YOU CURRENTLY EMPLOYED? YES OR NO	IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES OR NO	
IF YOU HAVE APPLIED TO THIS COMPANY BEFORE, PLEASE INDICATE WHEN.	IF YOU HAVE RELATIVES EMPLOYED BY THIS COMPANY, PLEASE GIVE NAMES:		
IF YOU HAVE EVER WORKED FOR THIS COMPANY BEFORE, PLEASE INDICATE WHEN AND POSITION HELD:		DO YOU SEEK FULL OR PART TIME EMPLOYMENT:	
SHIFT OR HOURS PREFERRED:			
DO YOU HAVE SPECIAL SKILLS, EXPERIENCE OR QUALIFICATIONS RELATED TO THE POSITION(S) APPLIED FOR?		DO YOU HAVE ANY PHYSICAL LIMITATIONS WHICH WOULD HINDER YOUR PERFORMANCE IN THE POSITION APPLIED FOR?	
PREVIOUS EMPLOYMENT			
IF YOU HAVE NOT ATTACHED A RESUME PLEASE LIST MOST RECENT EMPLOYMENT FIRST.			
DATES:	COMPANY, SUPERVISOR, PHONE #:	POSITION / SALARY:	
1) FROM TO			
REASON FOR LEAVING:			
2) FROM TO			
REASON FOR LEAVING:			
3) FROM TO			
REASON FOR LEAVING:			
4) FROM TO			
REASON FOR LEAVING:			

EDUCATIONAL HISTORY

IF THIS INFORMATION IS NOT ON YOUR RESUME, PLEASE COMPLETE THIS SECTION.

LANGUAGES SPOKEN:

SCHOOL LEVEL - PLEASE LIST NAME AND LOCATION OF SCHOOL

YEARS ATTENDED/
YEAR GRADUATED

SUBJECTS/MAJORS

TRADE, BUSINESS OR PROFESSIONAL SCHOOL:

COLLEGE:

PERSONAL REFERENCES

PLEASE LIST 3 NON-RELATIVES WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.

NAME AND ADDRESS

TELEPHONE

RELATIONSHIP - YEARS KNOWN

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 ANY PREVIOUS NOTICE.

SIGNATURE: _____

DATE: _____

THE CIVIL RIGHTS ACT OF 1964 PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN. SOME STATES PROHIBIT DISCRIMINATION BECAUSE OF AGE. THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 BUT LESS THAN 70 YEARS OF AGE. IF THIS STATE PROHIBITS THE REQUEST OF ANY INFORMATION ON THIS FORM, THIS INFORMATION WILL NOT BE USED TO DISCRIMINATE AGAINST POSSIBLE EMPLOYMENT.

DO NOT WRITE BELOW THIS LINE

REMARKS:

NEATNESS:

HIRED:

START DATE:

PERSONALITY:

DEPT.:

POSITION:

CHARACTER:

SALARY/WAGE:

ABILITY:

APPROVED BY: