



## APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, physical or mental handicap, veteran's status and citizenship status.

Name \_\_\_\_\_ Social Sec. No. \_\_\_\_\_

Last First M.I.

Present Address \_\_\_\_\_ Home or nearest phone \_\_\_\_\_

No. Street City State Zip

How long have you lived at above address \_\_\_\_\_

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? \_\_\_\_\_

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

Shift Preference: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> What salary do you expect \_\_\_\_\_

Type of employment ☐ Full Time ☐ Part Time ☐ Temporary

What days and hours if part time? Days \_\_\_\_\_ Hours \_\_\_\_\_

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

Have you ever worked for us before? ☐ Yes ☐ No

Have you ever been convicted of any crime other than 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, explain \_\_\_\_\_

Does your present employer know of your plans to change employment? ☐ 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? \_\_\_\_\_

Would you have steady transportation to work? ☐ Yes ☐ No

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work this company? \_\_\_\_\_

Do you have any physical or mental handicaps or limitations which would limit your abilities to perform the job(s) for which you are applying? \_\_\_\_\_

### EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC'D & MAJOR	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
GRAMMAR SCHOOL					
HIGH SCHOOL					
TRADE, BUS, OR CORRESPONDENCE					
COLLEGE					

Describe any other specialized/professional training. Include study courses given through public or private employment. State whether degree or certificate was received. \_\_\_\_\_

### MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? \_\_\_\_ Yes \_\_\_\_ No If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_

List duties in the Service including special training \_\_\_\_\_

### 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 and duties \_\_\_\_\_

Date Left \_\_\_\_\_ Last Rate \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Name, address & phone of most recent employer: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Immediate Supervisor (Name & Position) \_\_\_\_\_

Date Hired \_\_\_\_\_ Starting Rate \_\_\_\_\_

Your job title and duties \_\_\_\_\_

Date Left \_\_\_\_\_ Last Rate \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Name, address & phone of most recent employer: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Immediate Supervisor (Name & Position) \_\_\_\_\_

Date Hired \_\_\_\_\_ Starting Rate \_\_\_\_\_

Your job title and duties \_\_\_\_\_

Date Left \_\_\_\_\_ Last Rate \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### REFERENCES (Do not list relatives or former employers)

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. I understand that employment at this company is "at will" and includes no guarantee contract, or promise of employment for any specified length of time. I authorize the use of any information in this application to verify my statements. I authorize the past employers, 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.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_