

APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Date _____

Name _____
last first middle

Street address _____

City _____ State _____ Zip Code _____

Telephone () _____ Social Security No. _____

Type of work for which you wish to be considered _____

What source led you to make application with us? _____

EMPLOYMENT HISTORY (List present or most recent employer first)

Employer	Employed	Type of work performed	Present or last salary	Reason for leaving
Address/city	from _____ mo/yr			
Name of supervisor	to _____ mo/yr			
Employer	Employed	Type of work performed	Present or last salary	Reason for leaving
Address/city	from _____ mo/yr			
Name of supervisor	to _____ mo/yr			
Employer	Employed	Type of work performed	Present or last salary	Reason for leaving
Address/city	from _____ mo/yr			
Name of supervisor	to _____ mo/yr			
Employer	Employed	Type of work performed	Present or last salary	Reason for leaving
Address/city	from _____ mo/yr			
Name of supervisor	to _____ mo/yr			

EDUCATION

Schools	Name & location of school	Circle last year completed	major course	diploma or degree?
High School		7 8 9 10 11 12		
College		1 2 3 4 more		
Business or trade school				months attended

If you served in the U.S. Armed Forces, briefly describe skills acquired _____

PERSONAL INFORMATION

Are you legally authorized to work in the U.S.? Yes ___ No ___

(NOTE: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)

Name, Address and telephone number of someone other than a household member we can contact in case of emergency _____

Are you at least 18 years of age? Yes ___ No ___

Have you ever been convicted of a crime (felony)? Yes ___ No ___ [A conviction does not automatically bar you from employment.]

If yes, give details _____

If you are an experienced operator of any office machines or equipment, please list. _____

_____ Typing speed? ___ wpm Shorthand? ___ wpm

If you are an experienced operator of any plant machines or equipment, please list. _____

Do you have any other skills you wish to mention? _____

Are you presently employed? Yes ___ No ___ If so, may we contact your present employer? Yes ___ No ___

If hired, when would you be available? _____ Salary requirements? _____

REFERENCES

Name of reference _____

Occupation _____

Address _____

City, State, Zip _____

Telephone _____

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I agree that the company shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may be cause for termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required, and drug testing may be included as part of the regular pre-employment physical. I also authorize the companies, schools or persons named above to give any information requested regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either my employer or myself.

Signature _____ Date _____