

# Application For Employment

*We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a nonjob-related medical condition or handicap, or any other legally protected status.*

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. The following requested information is voluntary.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Telephone Number(s) Social Security Number

Position applied for: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No

Have you ever been employed with us before?  Yes  No

If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a crime?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Education**

	<b>Elementary School</b>				<b>High School</b>				<b>Undergraduate College/University</b>				<b>Graduate/Professional</b>				
<b>School Name and Location</b>																	
<b>Years Completed</b>	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
<b>Diploma/Degree</b>																	

**Former Employers (List below last four employers, starting with last one first.)**

<b>Date Month and Year</b>	<b>Name and Address of Employer</b>	<b>Salary</b>	<b>Position</b>	<b>Reason for leaving</b>
From To				
From To				
From To				
From To				

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**References**

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Interviewed by \_\_\_\_\_

Date \_\_\_\_\_

Neatness		Character	
Personality		Ability	

**Date Hired**

**Position**

**Will Report**

**Salary**