

Application for Employment



Please Print

Position(s) applied for _____	Date of Application _____
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee <input type="checkbox"/> Relative <input type="checkbox"/> Government Employment Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Private Employment Agency <input type="checkbox"/> Other _____	

Name _____			
<small>Last</small>	<small>First</small>	<small>Middle</small>	
Address _____			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Telephone Number () _____		Social Security Number _____	
Driver's License Number _____		State _____	

Are you legally eligible for employment in this country?..... <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of U.S. citizenship or immigration status will be required upon employment)
Date available for work _____
Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
If required by the company, will you undergo a pre-employment physical? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vietnam Era Veteran?..... <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are handicapped and wish to be identified as such according to the Rehabilitation Act Of 1973, please indicate by checking the box <input type="checkbox"/> Yes

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section on the following page.

Employer	Telephone Number	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title				
Hourly Rate/Salary Starting				
Immediate Supervisor and Title		\$	Per	
Hourly Rate/Salary Ending				
Reason for Leaving		\$	Per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer	Telephone Number	Dates Employed		Summarize the nature of the work performed

	From	To	and job responsibilities:
Address			
Job Title	Hourly Rate/Salary Starting		
Immediate Supervisor and Title	\$	Per	
Reason for Leaving	Hourly Rate/Salary Ending		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	

Employer	Telephone Number	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title	Hourly Rate/Salary Starting			
Immediate Supervisor and Title	\$	Per		
Reason for Leaving	Hourly Rate/Salary Ending			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per		

Employer	Telephone Number	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title	Hourly Rate/Salary Starting			
Immediate Supervisor and Title	\$	Per		
Reason for Leaving	Hourly Rate/Salary Ending			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per		

Comments

Include explanation of any gaps in employment.

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with this company.

Educational Background

(A) List the last three (3) schools attended, starting with most recent. (B) List number of years completed, (C) Indicate degree or diploma earned, if any, (D) Grade Point Average or Class Rank and (E) major and minor field of study (if applicable).

(A) School	(B) No. Years Completed	(C) Degree/Diploma	(D) GPA/Class Rank	(E) Major/Minor

References

List three individuals, non-family members, whom you have known for at least one year. By supplying the following information, you are granting this company permission to contact these individuals for reference.

Name	Relationship	Address	Telephone	Years Known

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status)

List any additional information you would like us to consider.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service, if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the company reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the company has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me from corporations, organization and/or any other persons or means, if job related. I hereby release from liability the company and its representatives for seeking such information.

The company is an equal opportunity employer. The company does not discriminate in its employment. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that this application is current for only (60) days. If I have not heard from the company and still wish to be considered for employment at the conclusion of this time, it will be necessary for me to fill out a new application

Signature of Applicant _____

Date _____