



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE

| | |
|------------------------|--------------|
| NAME (LAST NAME FIRST) | PHONE NO(S). |
| PRESENT ADDRESS | |
| SOCIAL SECURITY NO. | REFERRED BY |

DESIRED POSITION

| | | |
|--|--|--------------------|
| TITLE OF POSITION | DESIRED SALARY/WAGE | DATE YOU CAN START |
| ARE YOU CURRENTLY EMPLOYED? | MAY WE CONTACT YOUR PRESENT EMPLOYER, IF APPLICABLE? | |
| HAVE YOU EVER APPLIED TO THIS COMPANY AND IF SO, WHEN? | | |

EDUCATIONAL BACKGROUND

| | SCHOOL NAME & LOCATION | DATES | GRADUATED? (IF APP.) | SUBJECTS? (IF APP.) |
|---|------------------------|-------|----------------------|---------------------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| BUSINESS, TRADE OR CORRESPONDENCE SCHOOL(S) | | | | |

EMPLOYMENT HISTORY

| DATE MONTH & YEAR | NAME & ADDRESS OF EMPLOYER(S) | STARTING & ENDING SALARY | POSITION HELD | REASON FOR LEAVING |
|-------------------|-------------------------------|--------------------------|---------------|--------------------|
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |

REFERENCES GIVE BELOW THE NAMES OF THREE REFERENCES NOT RELATED TO YOU,
WHOM YOU HAVE KNOWN AT LEAST 1 YEAR

| NAME | ADDRESS & PHONE NO. | TYPE OF BUSINESS | YEARS KNOWN |
|------|---------------------|------------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

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|--|
| Summarize your special skills or qualifications: |
| |

Date available to start: _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

Have you ever pleaded "guilty", "no contest", or been convicted of a crime? Yes No

If yes, give dates and details: _____

Answering "yes" to this question does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

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I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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