

APPLICATION FOR EMPLOYMENT

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion or national origin. Other laws prohibit discrimination because of age, sex, or physical handicaps.

Date: _____

PERSONAL

Name _____ **Social Security No.** _____
Last First Middle Initial

Present Address _____
No. Street City State Zip

How many years have you lived at this address? _____ **Telephone No.** () _____
Area

Are you a United States Citizen? Yes No **Cell Phone No.** () _____

How did you learn of this opening? _____

If hired, on what date will you be available to start work? _____

Are there any particular experiences, skills, or qualifications which you feel would especially qualify you for work with the Company? _____

If hired, do you have a reliable means of transportation to get to work? No Yes

Do you have a valid driver's license? No Yes **Has it ever been denied, suspended, or revoked?** No Yes

Do you have any physical handicaps which would prevent you from performing specific kinds of work? _____ **If yes, Describe the defect(s) and explain the work limitations.** _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? No Yes

What state and county? _____

If yes, describe in full _____

REFERENCES

(Persons we may contact who are familiar with your technical abilities and performance, not friends or relatives.)

Name and Occupation	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____

EMPLOYMENT HISTORY

<p>Name of last or present employer</p> <p>_____</p> <p>Address _____ Phone Number _____</p> <p>_____</p> <p>Date Hired _____ Date Left _____ Name of Supervisor _____</p> <p>_____</p> <p>Title of Position _____ Description of Work _____</p> <p>_____</p> <p>_____</p> <p>Wage or Salary: Starting \$ _____ Final \$ _____ Hours Worked per Week _____</p> <p>_____</p> <p>Reason for leaving or considering leaving</p> <p>_____</p>
<p>2nd last employer</p> <p>_____</p> <p>Address _____ Phone Number _____</p> <p>_____</p> <p>Date Hired _____ Date Left _____ Name of Supervisor _____</p> <p>_____</p> <p>Title of Position _____ Description of Work _____</p> <p>_____</p> <p>_____</p> <p>Wage or Salary: Starting \$ _____ Final \$ _____ Hours Worked per Week _____</p> <p>_____</p> <p>Reason for leaving or considering leaving</p> <p>_____</p>
<p>3rd last employer</p> <p>_____</p> <p>Address _____ Phone Number _____</p> <p>_____</p> <p>Date Hired _____ Date Left _____ Name of Supervisor _____</p> <p>_____</p> <p>Title of Position _____ Description of Work _____</p> <p>_____</p> <p>_____</p>

Wage or Salary: Starting \$ _____ Final \$ _____ Hours Worked per Week _____

Reason for leaving or considering leaving _____

May we contact the employers listed above? _____ If not, indicate below which one(s) you do not wish us to contact.

EDUCATIONAL BACKGROUND AND SPECIAL TRAINING

Circle Last Grade Completed Year	Name and Location of School	Major or Course	Certificate or Degree Received		
HIGH SCHOOL 1 2 3 4					
BUS OR TRADE 1 2 3 4					
APPRENTICE 1 2 3 4					
COLLEGE 1 2 3 4					
GRAD. SCHOOL 1 2 3 4					

UNITED STATES MILITARY SERVICE

Branch of Service _____ Highest Rank _____ Type of Discharge _____

Date of Entry _____ Date of Discharge _____
 Year Month Day Year Month Day

Significant military experiences (Assignments, honors, awards, etc.)-

ADDITIONAL INFORMATION

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.

on other consideration.

PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT

"I hereby certify that the facts set forth in above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigations of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice."

Additionally, "I authorize investigation of all statements contained herein and the reference and employers listed above to give you any and all pertinent information they may have personal or otherwise and release the Company from all liability or damages that may result from utilization of such information."

Additionally, "I understand and agree that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by a duly authorized officer of the Company."

Applicant _____
Signature of _____

*NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

DO NOT WRITE BELOW THIS LINE

Date _____

**Result of
Interview**

**Consider further for
Employment?**

Interviewed by
