

Please Print or Write Legibly in Ink or Type

APPLICATION FOR EMPLOYMENT

Fill in All Blanks Completely

1. POSITION(S) APPLIED FOR				
2. NAME (LAST)		First	Middle	3. PHONE Home:
4. ADDRESS (Street)		(City)	(State)	(Zip)
5. If employed and you are under 18, can you furnish a work permit?			Yes	No
6. Have you filed an application here before? If yes, give a date			Yes	No
7. Have you ever been employed here before? If yes, give a date			Yes	No
8. Are you employed now? Yes No		May we contact your present employer?		
			Yes	No
9. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status may be required upon employment.)			Yes	No
10. On what date would you be available for work?				
11. Are you available to work?		Full-Time	Part-Time	Shift Work
				Temporary
12. Are you on a lay-off and subject to recall?			Yes	No
13. Have you been convicted of a felony within the past 7 years? (Conviction will not necessarily disqualify applicant from employment.)			Yes	No
If yes, please explain				
14. Veteran of the U.S. Military service? If yes, Branch			Yes	No
15. List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex or national origin).				
_____				
_____				
16. Give name, address and telephone number of three references who are not related to you and are not previous employers.				
_____				
_____				
_____				

EDUCATION	High	College/University	Graduate / Professional
School Name			
Years Completed: (Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study, Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities			
Honors Received:			

**EMPLOYMENT EXPERIENCE** (Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.)

EMPLOYER	ADDRESS	TELEPHONE	JOB TITLE
Dates Employed: From _____ To _____	Hourly Rate: Start _____ Final _____		
Reason for Leaving	_____		
Work Performed	_____		

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Dates Employed: From _____ To _____	Hourly Rate: Start _____ Final _____		
Reason for Leaving	_____		
Work Performed	_____		

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. It is my responsibility to keep the personnel department advised about any changes of address and telephone number.

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