

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____

NAME

Last

First

Middle

PRESENT ADDRESS

City

State

PRIOR ADDRESS

City

State

PHONE NO.

SOCIAL SECURITY NO.

REFERRED BY

GENERAL

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY?

READ

WRITE

U.S. MILITARY OR
NAVAL SERVICE

RANK

Are you eligible to work in the United States? Yes No
Proof of eligibility will be required before you can be employed.

What date are you available for employment?

Have you ever applied for a position with this Company? Yes No Location _____

When

Are you presently on layoff or leave of absence from any other company? Yes No If yes, explain here: _____

EDUCATION

Elementary School:

Circle grade completed: 1 2 3 4 5 6 7 8

High School
Location:

Circle grade completed: 1 2 3 4

Did you graduate: Yes No

College(s) Location(s):
(include Junior and Community)

Date from

Date to

Date graduated

Date degree received/expected

Average grade

Course major/field

Other job-related educational institutions

WORK PREFERENCES

Answer only the questions that apply to you and the position for which you are applying.

What type of employment do you want?

Full-time

Part-time

Summer

Will you work shifts?

For what type of position are you applying?

Are you willing to travel?

Yes No

What percent of the time?

Can you type?

Yes No

W.P.M.

Are you willing to relocate?

Yes No

What is your minimum salary requirement?

PC
 Yes No

W.P.M.

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES:

GIVE BELOW THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN
1.			
2.			
3.			

As an applicant for employment, I understand the following:

- All information is subject to verification.
- Any misrepresentation or falsification of information requested here will be cause for rejection of this application or for subsequent discipline up to and including my dismissal from employment.
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by the safety and health rules and regulations of the company.
- My employment is not guaranteed for any term, and that my employment may be terminated by the company or myself for any reason.
- No management official is authorized to make any oral assurance or promise of continued employment.
- If employed, my employment will be subject to the conditions of any applicable probationary period established by labor agreement or company policy.
- I authorize investigation of all statements contained in this application.

DATE

SIGNATURE

INTERVIEWED BY

DO NOT WRITE BELOW THIS LINE

DATE

REMARKS:

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT
APPROVED: 1.		2.	3.
	EMPLOYMENT MANAGER	DEPT. HEAD	GENERAL MANAGER

This Company will not discriminate against any employee or applicant for employment because of age (as defined by applicable law), religion, sex, race, color, national origin, or because they are handicapped, a disabled veteran or a Vietnam era veteran. Answers to application questions will be utilized for applicable, job-related information only.

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