



EMPLOYMENT APPLICATION

Date _____

| | |
|-----------------------------|----------------------------------|
| Home phone () () | Alternate phone () () |
|-----------------------------|----------------------------------|

Social Security Number: _____

Name _____
(last) (first) (middle)

Address _____
(number) (street) (city) (state) (zip code)

What position are you applying for? _____
full time ___ part time ___ temporary ___

Are you 18 years of age or older? Yes No

In what way were you referred to this company?

Number of hours available per week: _____

Do you have any relatives working for this company?

Date Available

Earnings Required

name relationship

U.S. MILITARY SERVICE

Branch of Service _____ Dates of Duty _____ to _____

Briefly describe your duties: _____

GENERAL INFORMATION

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations? Yes No

If yes, explain when, where and the nature of the offense: _____
(a conviction will not necessarily bar you from employment)

Are there any felony charges pending against you now? _____ If yes, describe: _____

EDUCATION HISTORY

| Schooling | Years Completed | Name and address of each school | Major course of study | Did you graduate? |
|-----------------------|-----------------|---------------------------------|-----------------------|-------------------|
| High School | | | | |
| College or University | | | | |
| Other | | | | |

What school activities and organizations did you participate in? (you are not required to list those activities which would reflect race, national origin, color, ancestry, age, sex, marital status, disability, height weight or citizenship.)

WORK HISTORY

Please list your most recent employment first.

May we contact your current employer?

Yes

No

| FIRM | PERIOD | POSITIONS HELD AND MAJOR DUTIES | REASON FOR LEAVING |
|--------------------|-----------------|---------------------------------|--------------------|
| Name: | From (mo./yr.): | | |
| Number and Street: | To (mo./yr/) | | |
| City, State & Zip: | Starting Pay:* | | |
| Supervisor: | Ending Pay:* | | |
| Phone: | | | |
| Name: | From (mo./yr.): | | |
| Number and Street: | To (mo./yr/) | | |
| City, State & Zip: | Starting Pay:* | | |
| Supervisor: | Ending Pay:* | | |
| Phone: | | | |
| Name: | From (mo./yr.): | | |
| Number and Street: | To (mo./yr/) | | |
| City, State & Zip: | Starting Pay:* | | |
| Supervisor: | Ending Pay:* | | |
| Phone: | | | |
| Name: | From (mo./yr.): | | |
| Number and Street: | To (mo./yr/) | | |
| City, State & Zip: | Starting Pay:* | | |
| Supervisor: | Ending Pay:* | | |
| Phone: | | | |

***Applicant need not answer. Failure to do so will have no bearing on consideration for employment.**

List any computer software packages and office equipment you are proficient with: _____

What other special qualifications do you have that are not listed above? _____

Please list 2 references:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

We are an equal opportunity company. We are dedicated to a policy of non-discriminatory employment in accordance with federal and state laws which prohibit discrimination on the basis of race, religion, creed, national origin, color, ancestry, age, sex, marital status, disability, height, weight, citizenship or veteran status.

I understand that to be employed I must be lawfully authorized to work in the United States, and must show the employer documents that will prove this. I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools and firms named herein, except my current employer if so noted, to provide any information requested about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information, and waive written notice that employment information is being provided by any other person or organization.

All of the above information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in conjunction with this application or the failure to disclose any material information will be grounds for immediate dismissal. I understand that if hired, I will have a probationary period during which time I may be terminated at the discretion of the company. Thereafter, the terms of my continued employment will be pursuant to the written policies that the company may from time to time determine.

Signature of Applicant: _____ **Date** ____ / ____ / ____