



## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

DATE \_\_\_\_\_

POSITION(S) APPLIED FOR \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ PHONE \_\_\_\_\_

**Circle answer**

If employed and you are under 18, can you furnish a work permit?    Y        N

Have you filed an application here before?    Y        N    If yes, give date? \_\_\_\_\_

Have you ever been employed here before?    Y        N    If yes, give date? \_\_\_\_\_

Are you employed now?    Y        N        May we contact your present employer?    Y        N

Are you prevented lawfully from being employed in this country because of Visa or immigration status?    Y        N

On what date would you be available for work? \_\_\_\_\_

Are you available to work:        Full time        Part time        Shift work        Temporary

Are you on a lay-off and subject to recall?    Y        N

Can you travel if a job requires it?        Y        N

Have you been convicted of a felony within the last 7 years    Y        N

(Conviction will not necessarily disqualify from employment)

If yes, please explain \_\_\_\_\_

# **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	Phone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for leaving				
Employer	Phone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for leaving				
Employer	Phone	Dates Employed		Work Performed
		From	To	
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Employer	Phone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for leaving				

# **EDUCATION**

	Elementary	High	College/University	Graduate
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diplolma/Degree				
Course of Study				
Specialized Training, apprenticeship, skills, extra curricular				

Honors Received: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application including special skills and qualifications acquired from employment or other experience:

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# **REFERENCES**

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

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# **AFFIRMATIVE ACTION SURVEY**

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submissions of information is voluntary.

Check one:

- Male  
 Female

Check one of the following:

Race/Ethnic Group:

- White  
 Black  
 Hispanic  
 American Indian/Alaskan Native  
 Asian/Pacific Islander

Check if any of the following are applicable:

- Vietnam Era Veteran  
 Disabled Veteran  
 Handicapped Individual  
 Veteran of the U.S Military Service

## **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 for employment.

In the event of employment I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the company.

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Signature of Applicant

Date