

APPLICATION FOR EMPLOYMENT

Position Applied For: _____ **Date of Application:** ___/___/___

Name: _____
LAST FIRST MIDDLE

Address: _____
STREET CITY STATE ZIP CODE

Telephone: _____ **Social Security Number:** _____ - _____ - _____

If you are under 18, can you furnish a work permit? Yes No
 Have you ever been employed here before? Yes No
 Are you legally eligible for employment in this country? Yes No
 (Proof of U.S. citizenship or immigration status will be required upon employment.)
 Date available for work ___/___/___

Type of employment desired: ___ Full Time ___ Part Time ___ Temporary ___ Seasonal ___ Educational Co-Op
 Have you ever been convicted of a felony in the last seven (7) years? Yes No
 (Such conviction may be relevant if job-related, but does not bar you from employment.)
 If yes, please explain _____

Driver's license number (if required by job): _____ State: _____

EMPLOYMENT HISTORY

(Please list your last four employers, assignments or volunteer activities, starting with the most recent to include any military experience.)

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE JOB RESPONSIBILITIES:	
REASON FOR LEAVING		HOURLY RATE/SALARY Start _____ per _____ Final _____ per _____	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE JOB RESPONSIBILITIES:	
REASON FOR LEAVING		HOURLY RATE/SALARY Start _____ per _____ Final _____ per _____	
FROM	TO	EMPLOYER	TELEPHONE
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FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE JOB RESPONSIBILITIES:	
REASON FOR LEAVING		HOURLY RATE/SALARY Start _____ per _____ Final _____ per _____	

EDUCATIONAL BACKGROUND

NAME & LOCATION	YEAR COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE			
OTHER (e.g. Post Graduate, Vocational, etc.)			

REFERENCES

NAME	TELEPHONE	YEARS KNOWN

SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our Company.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. 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.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

FOR PERSONNEL USE ONLY

INTERVIEWED BY: _____

REMARKS: _____

EMPLOYED: YES NO DATE HIRED: ___/___/___ STARTING PAY \$ _____

IMMEDIATE SUPERVISOR: _____

AN EQUAL OPPORTUNITY EMPLOYER