

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion or national origin.

PERSONAL INFORMATION

Date _____ Drivers License Number _____

Name _____

Present Address Last First Middle

Permanent Address Street City State Zip

Phone No. _____ Date of Birth: _____

If Related to Anyone in Our Employ,
Please State Name and Department

Referred By _____

EMPLOYMENT DESIRED Date You Salary

Position Can Start Desired

Are You Employed Now? If So May We Inquire
of Your Present Employer?

Ever Applied to this Company Before? When?

EDUCATION

Name and Location of School	Years Attended	Date Graduated	Subjects Studied
High School			
College			
Trade/ Business			

Other Training, Certifications, or Licenses Held: _____

List Other Information Pertinent to the Employment you are Seeking: _____

What Foreign Languages Do You Speak Fluently? _____

Read? _____ Write? _____

REFERENCES

(Please List 3)

Name	Address	How Acquainted	Years Acquainted

EMPLOYMENT

(Most Recent First)

1. Employer: _____ Job Title: _____

Dates Employed: _____

Address: _____

Phone: _____ Supervisor: _____

Salary: _____

Duties Performed: _____

Reason for Leaving: _____

2. Employer: _____ Job Title: _____
 Dates Employed: _____
 Address: _____
 Phone: _____ Supervisor: _____
 Salary: _____
 Duties Performed: _____
 Reason for Leaving: _____

3. Employer: _____ Job Title: _____
 Dates Employed: _____
 Address: _____
 Phone: _____ Supervisor: _____
 Salary: _____
 Duties Performed: _____
 Reason for Leaving: _____

SPECIAL QUESTIONS

1. List Any Physical Defects:

2. Where You Ever Injured / If So, Give Details:

3. Have You Any Impairments in Hearing, Vision, or Speech?

4. In Case of Emergency Notify? *List Name, Address, and Phone Number*

5. Do you have transportation?

6. Do You Have any Objection to Adhering to a Company Dress Code Policy (Hair Length, Clothes, Shoes, Etc.) Even if You Must Bear the Expenses?

8. May We Contact the Employers Listed Above? If Not, Which One(s) Do You Not Wish us to Contact and Why?

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks:

Neatness:	Character:
Personality:	Ability:
Hired on:	Position:
Start Date:	Salary/ Wages:

Approved By: _____