

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		Social Security Number	
Name						
Last		First		Middle		
Present Address						
Street		City		State		Zip
Permanent Address						
Street		City		State		Zip
Phone Number:			Cell Phone Number:			
Best Hours to Reach You:						
Referred By						

EMPLOYMENT DESIRED

Position	Shift: 1 st 2 nd Either	Date You Can Start	Salary Desired
Are You Employed Now?		If So May We Inquire Of Your Present Employer?	
Ever Applied to this Company Before?		Where	When

EDUCATION

Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree Received
Grammar School _____		<input type="checkbox"/> Yes	_____
_____		<input type="checkbox"/> No	_____
High School _____	1 2 3 4	<input type="checkbox"/> Yes	_____
_____	1 2 3 4	<input type="checkbox"/> No	_____
College _____	1 2 3 4	<input type="checkbox"/> Yes	_____
_____	1 2 3 4	<input type="checkbox"/> No	_____
Trade, Business or Correspondence School _____	1 2 3 4	<input type="checkbox"/> Yes	_____
_____	1 2 3 4	<input type="checkbox"/> No	_____

Subjects of Special Study or Research Work: _____

Activities Other Than Religious (Civic, Athletic, etc.) _____
 EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, AGE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

FORMER EMPLOYERS List Below Last Four Employers, Starting With Last One First

Date	Name and Address of Employer	Employer Phone #	Salary
Month and Year	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	Phone #	Business	Business Ph #	Years Acquainted
1 _____					
2 _____					
3 _____					

PHYSICAL RECORD: Do you have any physical condition which may limit your ability to perform the job applied for? _____

This question is voluntary, and any answers will be kept confidential. _____

In Case of Emergency Notify

Name	Address	Phone Number
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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 any previous notice.

Date _____ **Signature** _____

DO NOT WRITE BELOW THIS LINE

Interviewed By _____

REMARKS: _____

Neatness	Ability
_____	_____

Hired	For Dept.	Position	Will Start	Salary Wages
_____	_____	_____	_____	_____

Approved:	1. _____ Manager	2. _____ Dept. Head	3. _____ Officer
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