

# APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

P	Last Name	First	Middle	Date
E	Street Address			Home Telephone
R	City, State, Zip			Business telephone or Cell Phone
S	Have you ever applied for employment with us? ____ yes ____ no If yes, Month and Year _____			Social Security #
O	Position Desired			Date of Birth
N	Apart from absence for religious observance, are you available for full time work? ____ yes ____ no If not, what hours can you work? _____			Pay Expectation
A	Are you legally eligible for employment in the United State?			Will you work overtime if asked?
L	Other special training or skills (languages, machine operation, etc.)			When will you be available for work?

	SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE/ DIPLOMA
D	Graduate					
U	College					
C	Business/ Trade/ Technical					
A	High School					
T	Elementary					
I	Other					
O						
N						

Memberships in Professional or Civic Organizations  
 (Exclude those which may disclose your race, color, religion, or national origin)

EMPLOYMENT

Start with your most recent employer

Company Name	Telephone
Address	Employed (State Month/Year)
	From _____ To _____
Name of Supervisor	Weekly Pay
	Start _____ Last _____
State Job Title and Describe your work	Reason For Leaving

Company Name	Telephone
Address	Employed (State Month/Year)
	From _____ To _____
Name of Supervisor	Weekly Pay
	Start _____ Last _____
State Job Title and Describe your work	Reason For Leaving

Company Name	Telephone
Address	Employed (State Month/Year)
	From _____ To _____
Name of Supervisor	Weekly Pay
	Start _____ Last _____
State Job Title and Describe your work	Reason For Leaving

**DO NOT CONTACT**

We may contact the employers listed above unless you indicate those you do not want us to contact.

Employer Number(s) \_\_\_\_\_

Reason: \_\_\_\_\_

**MILITARY**

Did you serve in the U.S. Armed Forces? \_\_\_yes \_\_\_no If yes, in what branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying. \_\_\_\_\_

**REQUIRED INFORMATION**

Have you ever been bonded? \_\_\_yes \_\_\_no

If yes, with that employers? \_\_\_\_\_

Are you over 18 years of age? \_\_\_yes \_\_\_no If not, employment is subject to verification of age.

Have you ever been convicted of a crime in the past 10 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? \_\_\_yes \_\_\_no If yes, describe in full. \_\_\_\_\_

State the names of relatives and friends working for us, other than your spouse.

List three (3) references:

Name	Address	Telephone

**REQUIRED SIGNATURE**

The information provided in this application of employment is true, correct and complete. If you employ me, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future and creates no employment contract rights.

**FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT.**

I hereby authorize you, the employer, to obtain references from my current and past employers, and to seek and verify information regarding my education, employment and credit history.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

