

Application for Employment



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

Applicant Information

Last Name:	First Name:	Middle Initial:
Present Address:	City, State, Zip:	
Permanent Address:	City, State, Zip:	
Phone No: () -		
Referred By:		
Social Security Number:		

Employment Desired

Position:	Date you can start?	Salary Desired:
Are you employed now?	If so may we inquire of your present employer?	
Have you applied to this company before?	If so, When?	

Education

	Name and Location of School	Circle Last Year Completed	Did you graduate?	Subjects Studied, Degree(s) Received
High School		1 2 3 4		
College		1 2 3 4		
Trade, Business, or correspondence school		1 2 3 4		

Subjects of Special Study or Research Work: _____

What foreign languages do you speak fluently, if any? _____

Read: _____ Write: _____

Activities other than Religious (Civic, Athletic, Etc.) _____

Exclude Organization if the name or character of which indicates the race, creed, color, or national origin of its members.

Are you a citizen of the United States? Yes No If No, are you authorized to work in the US? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If No, please describe the functions that cannot be performed:

Have you ever been convicted of a Crime? Yes No If Yes, Please explain: _____

References: Give Below the Names of Three Persons Not Related to You, Whom you have known for at least One Year

Name	Address	Business	Phone Number	Years Acquainted

Former Employers: List Below Last Four Former Employers, Starting With Last One First

Date: Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving

In Case of Emergency, Please Contact: _____ Address: _____ Phone Number _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of the 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: _____ For Department: _____ Position: _____ Will Report On: _____ Salary: _____
 Approved: 1. _____ 2. _____ 3. _____
 Employment Manager Department Head General Manager