



## Application for Employment

### PERSONAL INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Are you 18 Years or Older?

Yes \_\_\_\_ No \_\_\_\_

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you currently Employed? \_\_\_\_\_ If so, may we inquire of your present Employer? \_\_\_\_\_

Ever applied here before? \_\_\_\_\_ When? \_\_\_\_\_

Referred by: \_\_\_\_\_

### EDUCATION HISTORY

	Name of School	# of yrs attended	Year Graduated	Subjects Studied?
High School:				
College:				
Other:				

### GENERAL INFORMATION

Subjects of Special Study: \_\_\_\_\_

Special Skills/Experiences: \_\_\_\_\_

Activities & Hobbies: \_\_\_\_\_

Clubs/Volunteer/Organizations: \_\_\_\_\_

Awards/Recognition: \_\_\_\_\_

What are your best Characteristics, Skills & Attributes? \_\_\_\_\_

FORMER EMPLOYERS (List below your last THREE Employers, starting with the most recent first)

DATE		Name & Address	Position	Salary	Reason for Leaving
Month and Year					
From					
To					
From					
To					
From					
To					

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

REFERENCES: Give the names of three persons NOT related to you, whom you have known at least one year.

NAME	RELATIONSHIP	YRS ACQUAINTED	PHONE

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_

NAME PHONE

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE COMPANY.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Date Application was Received: \_\_\_\_\_ Setup Interview? YES NO

References: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Working Interview Date: \_\_\_\_\_

Interview Notes: \_\_\_\_\_

Hire? Yes No If No, reason: \_\_\_\_\_