



Employment Application

PERSONAL

Date _____

Name _____ Social Security No. _____
Last First Middle Initial

Present Address: _____
No. Street City State Zip

Telephone No. (____) _____ Position Applied For _____ Earnings Expected \$ _____

Do you want to work Full-time or Part-time Specify days and hours if part-time _____

Have you worked for us before? Yes No If yes, where? _____

When? _____ Who was your supervisor? _____

How did you learn of this position? _____

If hired, on what date will you be available to start work? _____

Are you at least eighteen (18) years of age? Yes No

If not, can you submit a work permit? Yes No
If hired, according to the Immigration Reform and Control Act of 1986, you will be required to submit proof of citizenship or work authorization.

Are you a United States Citizen or authorized to work in the United States? Yes No

Have you been convicted of a felony within the last five (5) years? Yes No

If yes, please explain the conviction _____
(The existence of a criminal record is not a barrier to consideration of employment.)

EDUCATION AND TRAINING

NAME OF SCHOOL AND LOCATION		CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE		DEGREE RECEIVED	MAJOR SUBJECTS STUDIED
HIGH SCHOOL		1 2 3 4	YES	NO		<input type="checkbox"/> GENERAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> COLL. PREP. <input type="checkbox"/> _____
NAME	<input type="checkbox"/>		<input type="checkbox"/>			
COLLEGE		1 2 3 4	YES	NO		MAJOR
NAME	<input type="checkbox"/>		<input type="checkbox"/>			
GRADUATE SCHOOL		1 2 3 4	YES	NO		MAJOR
NAME	<input type="checkbox"/>		<input type="checkbox"/>			
BUSINESS COLLEGE		1 2 3 4	YES	NO		MAJOR
NAME	<input type="checkbox"/>		<input type="checkbox"/>			
TRADE SCHOOL		1 2 3 4	YES	NO		MAJOR
NAME	<input type="checkbox"/>		<input type="checkbox"/>			
ADDRESS						MINOR

LIST SPECIFIC JOB SKILLS AND MACHINES OR EQUIPMENT YOU CAN OPERATE.

REFERENCES (Do Not Include Relatives)

Name and Occupation	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PRIOR WORK HISTORY (List in order, last or present employer first. Attach additional sheet if necessary)

DATES		NAME, ADDRESS, AND TELEPHONE NUMBER OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME, TITLE & PHONE NUMBER	REASON FOR LEAVING
From	To		Start	Finish		
YOUR TITLE _____ DESCRIBE IN DETAIL THE WORK YOU DID _____						

DATES		NAME, ADDRESS, AND TELEPHONE NUMBER OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME, TITLE & PHONE NUMBER	REASON FOR LEAVING
From	To		Start	Finish		
YOUR TITLE _____ DESCRIBE IN DETAIL THE WORK YOU DID _____						

DATES		NAME, ADDRESS, AND TELEPHONE NUMBER OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME, TITLE & PHONE NUMBER	REASON FOR LEAVING
From	To		Start	Finish		
YOUR TITLE _____ DESCRIBE IN DETAIL THE WORK YOU DID _____						

May we contact the employers listed above? _____ If not, indicate below which one(s) you do not wish us to contact

SUMMARY

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist in finding the proper position for you, use the space below to summarize any additional information necessary to describe your full qualifications.

**PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, omissions or falsified statements on this application shall be considered sufficient reason for dismissal. I understand and agree that if employment is offered to me and I accept employment, my employment may be terminated at will at any time, with or without cause and with or without notice, by myself or by the company. The at-will nature of the employment relationship can only be modified in writing signed by the President of the Company.

Date _____ Signature of Applicant _____

Our company is an Equal Opportunity Employer, without regard to race, color, creed, sex, national origin, age, handicap or other protected group.

Applications for Employment pertaining to this location, will remain open for consideration for a period of 30 days.