

# APPLICATION FOR EMPLOYMENT

Applicants are considered without regard to race, creed, color, sex, religion, age, national origin, or disability.

## PERSONAL DESCRIPTION

FULL NAME \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
LAST FIRST M.I.

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PHONE NO. (\_\_\_\_) \_\_\_\_\_

DO YOU HAVE A VALID (CURRENT) DRIVER'S LICENSE? YES NO  
ARE YOU PREVENTED FROM LAWFUL EMPLOYMENT IN THIS COUNTRY BECAUSE OF VISA OR  
IMMIGRATION STATUS? YES NO

## EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_  
SALARY DESIRED \_\_\_\_\_ ARE YOU EMPLOYED NOW? \_\_\_\_\_  
REFERRED BY \_\_\_\_\_

## EDUCATION

SCHOOL	NAME & LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	MAJOR
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR OTHER SCHOOL				

OTHER TRAINING \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

U.S. MILITARY SERVICE \_\_\_\_\_ RANK \_\_\_\_\_  
PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES \_\_\_\_\_

ACTIVITIES (CIVIC, ATHLETIC, ETC.) \_\_\_\_\_

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	RELATIONSHIP	YEARS ACQUAINTED

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## EMPLOYMENT HISTORY (FOR PAST 10 YEARS)

HAVE YOU WORKED FOR THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN \_\_\_\_\_  
POSITION \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

**LAST EMPLOYER** NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ SUPERVISOR \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**2ND LAST EMPLOYER** NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ SUPERVISOR \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**3RD LAST EMPLOYER** NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ SUPERVISOR \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**4TH LAST EMPLOYER** NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ SUPERVISOR \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

(IF MORE SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET)

### **NOTICE TO APPLICANT**

Applicant – If employer has not explained or given you a job description, make sure one is given to you and that you fully understand what is expected of you prior to answering the following two questions:

CAN YOU PERFORM THE FUNCTIONS SPECIFIED IN THE JOB DESCRIPTION? \_\_\_\_\_  
PLEASE EXPLAIN HOW, WITH OR WITHOUT REASONABLE ACCOMMODATION, YOU WILL BE ABLE  
TO PERFORM THOSE FUNCTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **MUST BE READ AND SIGNED BY APPLICANT**

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 AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING. I UNDERSTAND THAT THE COMPANY OR ITS AGENTS MAY INVESTIGATE MY BACKGROUND AND I HEREBY CONSENT TO SUCH INVESTIGATION.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT