



## APPLICATION FOR EMPLOYMENT

<b>P E R S O N A L</b>	Last Name	First	Middle	Date
	Address			Home Telephone (with area code)
	City	State	Zip	Mobile Phone (with area code)
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list Month & Year:			Email Address
	Position Desired			Social Security Number
	Are you a U.S. Citizen? * <input type="checkbox"/> Yes <input type="checkbox"/> No			Amount of Pay Expected
	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Are you at least 18 years of age? * <input type="checkbox"/> Yes <input type="checkbox"/> No (Employment is subject to verification of age)			\$
	Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? * <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe in full:</b>			Are you currently bound by any contract or agreement that would legally prevent you from being employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Special training or skills (languages, machine operation, etc.)			When will be available to begin work?

List any Memberships in Professional or Civic Organizations (Exclude those which may disclose your race, color, religion or national origin)	State the names of any relatives or friends currently working for us: *
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work?	Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No

\* The information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification, or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The Laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

<b>E D U C A T I O N</b>	School	Name and Location of School	Degree/Course of Study	No. of Years Completed	Did you Graduate?
	High School		N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No

### MILITARY INFORMATION

Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, in what Branch?
Describe any training received relevant to the position for which you are applying:	

# EMPLOYMENT INFORMATION

## List current and previous employers

1	Company Name	Name of Supervisor
	Address	Telephone Number
	Job Title	Employment Dates (month/year) Start: _____ End: _____
	Describe Your Work/Duties	Weekly Pay
	Reason for leaving	
2	Company Name	Name of Supervisor
	Address	Telephone Number
	Job Title	Employment Dates (month/year) Start: _____ End: _____
	Describe Your Work/Duties	Weekly Pay
	Reason for leaving	
3	Company Name	Name of Supervisor
	Address	Telephone Number
	Job Title	Employment Dates (month/year) Start: _____ End: _____
	Describe Your Work/Duties	Weekly Pay
	Reason for leaving	

S I G N A T U R E	The information provided in this Application for Employment is true, correct and complete. If you employ me, any misstatement or omission of fact of this application may result in my dismissal.	
	I understand that acceptance of any offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.	
	_____	_____
	Signature	Date

**FOR EMPLOYER'S USE ONLY**

<b>R E F E R E N C E  C H E C K</b>	<b>Employer</b>	<b>Person Contacted</b>	<b>Results</b>
	1		
	2		
	3		

<b>T E S T  R E S U L T S</b>	<b>Tests Administered</b>	<b>Raw Score</b>	<b>Rating</b>	<b>Analysis and Comments</b>

<b>I N T E R V I E W  R E S U L T S</b>	<b>Interviewer Name and Comments</b>