



APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL INFORMATION

Name _____
Last
First
Middle

Street Address _____

City _____ State _____ Zip Code _____

Telephone () _____ Social Security No. _____

Emergency Phone () _____ Are you at least 18 years of age? Yes _____ No _____

Type of work for which you wish to be considered _____ Hours You Are Available: From To

From _____ _____ _____		Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____
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If hired, when would you be available? _____

Salary Requirements? _____

What source led you to make application with us? _____

Are you legally authorized to work in the U.S.? Yes _____ No _____

(NOTE: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)

EMPLOYMENT HISTORY

Please list your complete employment history. List present or most recent employer first. Use additional page, if necessary.

Employer Name and Address	Employed (Mo./Yr.)	Type of work performed	Present or last salary	Reason for leaving
Name of Supervisor Phone Number	From: To:			

Employer Name and Address Name of Supervisor Phone Number	Employed (Mo./Yr.) From: To:	Type of work performed	Present or last salary	Reason for leaving
Employer Name and Address Name of Supervisor Phone Number	Employed (Mo./Yr.) From: To:	Type of work performed	Present or last salary	Reason for leaving

PERSONAL

Do you have any special interests or hobbies? If yes, what are they? _____

EDUCATION

Schools:	Name & Location of School	Circle Last Year Completed	Major Courses	Diploma or Degree?
High School		7 8 9 10 11 12		
College		1 2 3 4 more		
Business or Trade School		Months Attended		

Have you ever been convicted of a crime (felony)? Yes _____ No _____ (A conviction does not automatically bar you from employment)

If Yes, give details _____

If you are an experienced operator of any office machines or equipment, please list _____

Do you have any other skills you wish to mention? _____

If you served in the United States Armed Forces, briefly describe the skills you acquired

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I agree that the company shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may

lead to employment termination. I understand that a background check based on the requirements of the position for which I am being considered may be required, and drug testing may be included as part of the regular pre-employment process. I also authorized the companies, school or persons named above to give any information requested regarding my employment, character and qualification. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with our without cause and with or without notice, at any time, at the option of either my employer or myself.

Signature _____ Date _____