

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION				Date _____
Name _____				
Last	First	Middle		
Present Address _____				
Street	City	State	Zip	
Phone Number _____	Date of Birth _____	Social Security Number _____		
Driver's License Number _____	U.S. Citizen: _____ yes _____ no	Do you have dependable transportation: _____ yes _____ no		
Referred by _____	Have you ever been convicted of a felony? _____		If so explain: _____	

EMPLOYMENT DESIRED		
Position _____	Start Date _____	Salary Desired _____
Are you employed now? _____ If so, may we inquire of your present employer? _____		

EDUCATION				
	NAME AND LOCATION	YEARS ATTENDED	DATE GRADUATED	COMMENTS
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

FORMER EMPLOYERS (List below the last four employers starting with the last one first.)

Date Month and Year	Name and Phone # of Employer	Salary	Position	Reason for leaving
FROM TO				
FROM TO				
FROM TO				
FROM TO				

Any other comments: _____
_____**REFERENCES** (Give the names of three persons not related to you, whom you have known at least one year.)

Name	Address and Phone Number	Business	Years Acquainted
1.			
2.			
3.			

EMERGENCY INFORMATIONIn case of emergency notify _____
Name Address Phone# Relationship

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT ON MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE (FOR OFFICE USE ONLY)

Date _____

REMARKS: _____

Neatness _____ Character _____

Personality _____ Ability _____

Hired _____ yes _____ no Position _____ Start date _____ Salary _____