

APPLICATION FOR EMPLOYMENT

(An Equal Opportunity Employer) Date: _____

PERSONAL INFORMATION

Name _____ SS# _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone Number _____ Are you 18 years or older? Yes _____ No _____

Are You Either a U.S. Citizen or Alien Authorized to Work in the U.S. Yes _____ No _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary desired _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Referred by _____

EDUCATION

Name & Location of School	Years Attended	Graduate?	Subjects Studied
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High School: _____

College: _____

Other, (Trade, Business, etc.) _____

GENERAL

Subjects of special study/interest _____ Special skills _____

U.S. Military of Naval Services/Rank/Membership in National Guard/Reserves: _____

Have you ever been convicted of a crime? If so, state type of crime, date and location _____

(Conviction may/may not result in denial of employment; each case is assessed individually w/consideration of the position)

OTHER EMPLOYERS (List last three employers, starting with last one first.)

Month/Year Name/Address of Employer Salary/Position Reason for leaving

From/To: _____

From/To: _____

From/To: _____

Which of the above jobs did you like best? _____

What did you like most about this job? _____

REFERENCES: Give the names of three persons not related to you.

	Name	Address & Phone	Business	Years Acquainted
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

In case of an emergency, notify _____ phone# _____

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.”

DATE: _____ SIGNATURE: _____

APPLICANT, DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

REMARKS: _____

Neatness _____ Ability _____

Hired: Yes _____ No _____ Position _____

Salary/Wage: _____ Date Reporting to Work _____