

APPLICATION FOR EMPLOYMENT



Date _____

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NUMBER _____

Are you 18 years of age or older? ____yes ____no If not, state your age _____

If not, do you have the required working papers? ____yes ____no Are you a U.S. citizen? ____yes ____no

If not, do you have a legal right to work in the country? ____yes ____no SS# _____

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Requested _____

Are You Employed Now? _____ If So, May We Inquire Of Your Present Employer? _____

Ever Applied To This Company Before? _____ Where _____ When _____

Education	Name of School	Location of School	Years Attended	Subjects Studied or Degree(s) Obtained
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work _____

U.S. Military Service _____ Rank _____

REFERENCES: Give Below The Names Of Three Persons Not Related To You, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

“WE ARE AN EQUAL OPPORTUNITY EMPLOYMENT COMPANY. WE ARE DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, SEXUAL ORIENTATION, RELIGION, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ARREST RECORD.” (1/03)

(Continued on Other Side)

FORMER EMPLOYERS (List Below Last Three Employers, Starting With Last One First)

Date Month/Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
Work Performed				
From				
To				
Work Performed				
From				
To				
Work Performed				

I hereby give authorization to check the references given in this application. I understand that misrepresentation or omission of facts called for will not be interpreted in my favor.

_____ Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS _____

Hired _____ For Dept. _____ Position _____ Will Report _____ Salary _____

Approved 1. _____ 2. _____ 3. _____
 Employment Manager Department Head General Manager

