



## Application for Employment

(An Equal Opportunity Employer) (Drug Free Workplace)

### Personal Information

Date \_\_\_\_\_

Name

Last

First

Middle

Present Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Phone No.

Are you 18 years or older? Yes  No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes  No

### Employment Desired

Position

Date You Can Start

Desired Salary

Are You Employed Now?

If So May We Contact Your Present Employer?

Have You Ever Applied To This Company Before?

Where?

When?

Referred By

Education	Name and Location of School	No. of Years Attended	Did you Graduate	Subjects Studied
Grammar School				
High School				
College Trade or Business School				

Special Skills \_\_\_\_\_

**Activities: (Civic, Athletic, Etc.)**

Exclude Organizations, the Name of Which Indicates the Race, Creed, Sex, Age, Marital Status, and Color of Nation of Origin of Its Member

U.S. Military or  
Naval Service

Rank

Present Membership in  
National Guard or Reserves

**Employment Information**

(List below Last three Employers, Starting with the Most Recent First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				

Which of These Jobs Did You Like Best? \_\_\_\_\_  
 What Did You Like Most About This Job? \_\_\_\_\_

References: Give the Names of Three Persons Not Related to You, Whom You Have Known at Least One Year.

- |      |         |       |          |                  |
|------|---------|-------|----------|------------------|
| Name | Address | Phone | Business | Years Acquainted |
|------|---------|-------|----------|------------------|
- |      |         |       |          |                  |
|------|---------|-------|----------|------------------|
| Name | Address | Phone | Business | Years Acquainted |
|------|---------|-------|----------|------------------|
- |      |         |       |          |                  |
|------|---------|-------|----------|------------------|
| Name | Address | Phone | Business | Years Acquainted |
|------|---------|-------|----------|------------------|

I understand and agree that:

- If I misrepresent or omit a fact in my application, I may be refused employment or, if employed, I may be terminated.
- The Company has my authorization to thoroughly investigate my work and personal history. I will hold no person liable for giving or receiving information in this investigation.
- If employed, I understand that my employment is for no definite period of time and that I, or the Company, may terminate my employment without notice or cause.
- I understand that this application and any handbooks or manuals that I may be furnished do not constitute an employment contract.
- I understand that any offer of employment is contingent upon satisfactory screening process, background and reference checks.
- I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Application Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use ONLY**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Neatness: \_\_\_\_\_ Ability: \_\_\_\_\_

Hired: Yes \_\_\_ No \_\_\_ Position: \_\_\_\_\_ Dept. \_\_\_\_\_

Salary/Wage: \_\_\_\_\_ Date Reporting to Work: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
                     Employment Manager                      Dept. Head                      General Manager