

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____

FIRST NAME _____

LAST NAME _____

PRESENT ADDRESS

STREET _____

CITY _____

STATE _____

ZIP _____

PHONE NO(S). _____

ARE YOU 18 YEARS OR OLDER? Yes No

EMPLOYMENT DESIRED

POSITION APPLY FOR? _____

DATE YOU CAN START? _____

SALARY DESIRED? _____

ARE YOU CURRENTLY EMPLOYED? Yes No

IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? Yes No

EVER APPLIED TO THIS COMPANY BEFORE? Yes No WHEN? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED?	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

EMPLOYMENT HISTORY

DATE, MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: Give the names of three persons not related to you whom you have known at least one year.

NAME	ADDRESS/PHONE NUMBER	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

PHYSICAL RECORD:

Do you have any physical limitations that preclude you from performing any work for which you are being considered? Yes No

If Yes, please explain your limitations: _____

Do you have a valid drivers license and clean driving record? Yes No

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 INVESTGATION 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, PERSONAL OR OTHERWISE, 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."

SIGNATURE _____ DATE _____