

APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, color, sex, age, national origin, or marital status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

Name _____
 Last First Middle Initial
 Present address _____ Preferred Phone _____ Please indicate
 No. Street City State Zip cell, hm, wk

How long have you lived at the above address? _____

Previous address _____ How long did you live here? _____
 No. Street City State Zip

Are you over the age of 18? () Yes () No If not, are you able to furnish a work permit? () Yes () No

Besides English, what other language(s) do you speak and understand spoken? _____
 What other language(s) do you read and write? _____

Are you a citizen of the United States? () Yes () No
 If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? () Yes () No

EMPLOYMENT INFORMATION

Position applying for _____ Date available for work _____

Have you ever applied for a job with us before? () Yes () No
 Have you ever worked for us before? () Yes () No

Have you ever pled "guilty," "no contest," or been convicted of any crime other than a minor traffic violation? () Yes () No
 If yes, state date, court, type, and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? () Yes () No
 If yes, explain _____

Does your present employer know of your plans to change employment? () Yes () No
 Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material?) () Yes () No

How much time have you lost from work during this past year? _____

Would you have steady transportation to work? () Yes () No
 Do you have any personal responsibilities or problems that may affect your daily attendance? () Yes () No
 If yes, explain _____

EDUCATION INFORMATION

Schooling	Years Completed	Degree Rec. and Major Sub	Name of School	Location	Did You Graduate?
High School	_____	_____	_____	_____	_____
Trade/Correspondence	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Graduate/Seminary	_____	_____	_____	_____	_____

Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying? _____

PRIOR WORK RECORD (Start with most recent or present employer)

1. Name of Employer _____ Telephone No. _____
Address _____
Name & Position of Immediate Supervisor _____ Date of Employment: From: _____ To: _____
Your Position, Title & Duties _____ Starting Rate \$ _____ Ending Rate \$ _____
Reason For Leaving _____

2. Name of Employer _____ Telephone No. _____
Address _____
Name & Position of Immediate Supervisor _____ Date of Employment: From: _____ To: _____
Your Position, Title & Duties _____ Starting Rate \$ _____ Ending Rate \$ _____
Reason For Leaving _____

3. Name of Employer _____ Telephone No. _____
Address _____
Name & Position of Immediate Supervisor _____ Date of Employment: From: _____ To: _____
Your Position, Title & Duties _____ Starting Rate \$ _____ Ending Rate \$ _____
Reason For Leaving _____

May we contact the employers listed above? _____ If not, indicate by number which one(s) you do not wish us to contact: _____

OTHER QUALIFICATIONS

Please summarize any other relevant experiences, skills or qualifications: _____

REFERENCES

Name _____ Phone No. _____ Years known _____ Occupation _____
Name _____ Phone No. _____ Years known _____ Occupation _____
Name _____ Phone No. _____ Years known _____ Occupation _____

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision through any investigative or credit agencies or bureaus of your choice.

I understand that employment at this organization is "at will," and includes no guarantee, contract, or promise of employment for any specified length of time.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize employers, schools, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date