

"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, RELIGION OR NATIONAL ORIGIN, OR PHYSICAL DEFECTS"

## APPLICATION FOR EMPLOYMENT

LAST

FIRST

MIDDLE

### PERSONAL INFORMATION

Date \_\_\_\_\_

NAME

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

ADDRESS

\_\_\_\_\_ Street/PO Box

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

PHONE NUMBER \_\_\_\_\_

REFERRED BY \_\_\_\_\_

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_

DATE YOU CAN START \_\_\_\_\_

SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

EVER APPLIED TO OUR COMPANY BEFORE? \_\_\_\_\_

WHEN? \_\_\_\_\_

| EDUCATION                                   | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | GRADUATED | SUBJECTS STUDIED |
|---|---------------------------|----------------|-----------|------------------|
| GRAMMAR SCHOOL                              | _____                     | _____          | _____     | _____            |
| HIGH SCHOOL                                 | _____                     | _____          | _____     | _____            |
| COLLEGE                                     | _____                     | _____          | _____     | _____            |
| TRADE, BUSINESS<br>CORRESPONDENCE<br>SCHOOL | _____                     | _____          | _____     | _____            |

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

US MILITARY OR  
NAVAL SERVICE

RANK \_\_\_\_\_

PRESENT MEMBERSHIP IN  
NATIONAL GUARD OR RESERVES \_\_\_\_\_

ACTIVITIES OTHER THAN RELIGIOUS  
(CIVIC, ATHLETIC, FRATERNAL, ETC.) \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

---

---

**EMPLOYERS** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

| DATE<br>MONTH AND YEAR |  | NAME AND PHONE # OF EMPLOYER | POSITION | REASON FOR LEAVING |
|------------------------|--|------------------------------|----------|--------------------|
| FROM                   |  |                              |          |                    |
| TO                     |  |                              |          |                    |
| FROM                   |  |                              |          |                    |
| TO                     |  |                              |          |                    |
| FROM                   |  |                              |          |                    |
| TO                     |  |                              |          |                    |
| FROM                   |  |                              |          |                    |
| TO                     |  |                              |          |                    |

---

---

**REFERENCES:** LIST BELOW THE NAMES OF THREE EMPLOYER REFERENCES NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

|   | NAME | PHONE NUMBER | YEARS ACQUAINTED | RELATIONSHIP |
|---|------|--------------|------------------|--------------|
| 1 |      |              |                  |              |
| 2 |      |              |                  |              |
| 3 |      |              |                  |              |

IN CASE OF  
EMERGENCY NOTIFY \_\_\_\_\_

NAME

ADDRESS

PHONE NUMBER

---

---

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALRY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

---

---

FOR OFFICE USE ONLY