



DATE: _____

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME: _____
Last First M.I.

PRESENT ADDRESS: _____
Street City State Zip

PERMANENT ADDRESS: _____
Street City State Zip

PHONE NUMBER: () _____

DATE OF BIRTH: _____ **MARRIED:** _____ **SINGLE:** _____

CITIZEN OF UNITED STATES: **YES** **NO**

IF RELATED TO ANYONE IN OUR EMPLOY, STATE NAME & DEPARTMENT: _____

REFERRED BY: _____

EMPLOYMENT DESIRED:

POSITION: _____ **DATE YOU CAN START** _____ **SALARY DESIRED \$** _____

ARE YOU EMPLOYED NOW? _____ **IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?** _____

HAVE YOU EVER APPLIED AT THIS COMPANY BEFORE? _____ **WHERE?** _____ **WHEN?** _____

EDUCATION	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DATE GRADUATED	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
BUSINESS/ TRADE SCHOOL				

SUBJECTS OF SPECIAL STUDY OR WORK RESEARCH

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? _____ **READ** _____ **WRITE** _____

U.S. 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.

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH MOST RECENT FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: GIVE BELOW THE NAMES OF THREE (3) PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

PHYSICAL RECORD:

WERE YOU EVER INJURED? _____ PLEASE EXPLAIN _____

HAVE YOU ANY DEFECTS IN HEARING? _____ IN VISION? _____ IN SPEECH? _____

IN CASE OF AN EMERGENCY NOTIFY: NAME _____ ADDRESS _____ PHONE () _____

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 salary, be terminated at any time without any previous notice.

SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE _____

REMARKS: _____

NEATNESS	
PERSONALITY	
CHARACTER	
ABILITY	

HIRED _____ DATE _____ DEPARTMENT _____

SUPERVISOR _____ SALARY \$ _____

SIGNATURE _____ DATE _____