

DATE: _____

APPLICATION FOR EMPLOYMENT

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, national origin, or physical handicap.

(PLEASE PRINT)

PERSONAL INFORMATION

Social Security No. _____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Phone No. (____) _____

Referred By: _____

Date of Birth _____

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 this company before? Yes _____ No _____ Date _____

EDUCATION	Name & Location of School	Years Attended	Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				

Subject of Special Study or Research Work _____

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.

DATE: _____

FORMER EMPLOYERS

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

DD, MM, & YY	NAME, ADDRESS, & PHONE NO. OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM: TO:				

* During the past 7 years, have you ever been convicted of a crime, excluding misdemeanors and traffic violations?

Yes No If yes, describe in full _____ *

* A conviction will not necessarily bar you from employment.

REFERENCES: GIVE BELOW THE NAMES OF TWO PEOPLE NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS AQUAINTED

I HEREBY AUTHORIZE AND REQUEST ANY AND ALL OF MY FORMER EMPLOYERS AND ANY OTHER PERSON, FIRM OR CORPORATION TO FURNISH ANY AND ALL INFORMATION CONCERNING MY CREDIT-WORTHINESS AND PERSONAL BACKGROUND AND I HEREBY RELEASE EACH SUCH EMPLOYER OR OTHER PERSON, FIRM OR CORPORATION FROM ANY AND ALL LIABILITY BY REASON OF FURNISHING THE REQUESTED INFORMATION. I UNDERSTAND THAT IN CONNECTION WITH THIS APPLICATION, A CONSUMER REPORT AND/OR AN INVESTIGATIVE CONSUMER REPORT MAY BE REQUESTED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS, OR ASSOCIATES OR WITH OTHERS WITH WHOM I AM ACQUAINTED OR WHO MAY HAVE KNOWLEDGE WITH RESPECT TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING, AND HEREBY AUTHORIZE THE PROCUREMENT OF ANY SUCH REPORT. I UNDERSTAND THAT, UPON MY REQUEST, I HAVE THE RIGHT TO KNOW IF ANY SUCH REPORT WAS REQUESTED AND, IF SO, THE NAME AND ADDRESS OF THE CONSUMER REPORTING AGENCY THAT FURNISHED SUCH REPORT AND IN THE CASE OF A CONSUMER INVESTIGATIVE REPORT, THAT I MAY INSPECT AND RECEIVE A COPY OF SUCH REPORT BY CONTACTING SUCH AGENCY. I ALSO UNDERSTAND THAT I HAVE THE RIGHT TO RECEIVE A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE INFORMATION REQUESTED IF I REQUEST SUCH DISCLOSURE WITHIN A REASONABLE PERIOD OF TIME.

I UNDERSTAND THAT IF EMPLOYED: 1) ANY MISREPRESENTATION OR OMISSION OF FACTS REQUESTED IN THIS APPLICATION IS CAUSE FOR DISMISSAL; AND 2) MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND I MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE.

DATE _____ SIGNATURE OF APPLICANT _____

FOR OFFICE USE ONLY

INTERVIEWED BY: _____ **DATE:** _____ **REMARKS** _____
NEATNESS _____ **CHARACTER** _____
PERSONALITY _____ **ABILITY** _____

HIRED _____ **POSITION** _____ **WILL REPORT** _____ **SALARY WAGES** _____

APPROVED BY: _____

IN CASE OF AN EMERGENCY NOTIFY:

NAME ADDRESS PHONE No.