



**APPLICATION FOR EMPLOYMENT
(Please Print Plainly)
PERSONAL INFORMATION**

Date:

Name: Last First Middle Initial Social Security No.

Present Address: Street Telephone No.

City State Zip
Present Address (if different From Present Address) Street Telephone No.

City State Zip

Position(s) applied for: _____ Rate of pay expected: \$

Would you work Full-Time Yes No Part-Time Yes No Specify days and hours if part time:

List Volunteer or Community Service Positions (work) which you feel are related to the position for which you are applying:

Briefly state any special skills or qualifications you have which you feel are related to the position for which you are applying.

Were you previously employed by us? Yes No If yes, when?

List any friends or relatives working for us: Name Relationship

Name Relationship

Have you ever been convicted of a crime? Yes No (Note: Conviction of a criminal offence will not necessarily preclude your employment.)

If yes, describe in full:

If your application is considered favorably, on what date will you be available for work? 20

Person to be notified in case of accident or emergency

Name Relationship

Address Telephone Number

City State Zip

RECORD OF EDUCATION

School	Name and Address of School	Course of Study Or Major Field	Circle Last Year Completed				Did You Graduate	List Diploma Or Degree
High School			9	10	11	12	Yes	
							No	
College			1	2	3	4	Yes	
							No	
Other (Specify)			1	2	3	4	Yes	
							No	

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of Duty: From _____ To _____ Rank at Discharge: _____
Month Day Year Month Day Year

List duties in the service including special training:

PERSONAL REFERENCES (Do Not Include Relatives or Former Employers)

Name and Occupation	Address	Phone Number

EMPLOYMENT RECORD
(List All Present and Past Positions, Beginning with Most Recent)

Name and Address of Company and Type of Business	From		To		Describe in Detail the Work you did	Weekly Starting Salary	Weekly Ending Salary	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
1.								
2.								
3.								
4.								
5.								
6.								

Have you ever been bonded? Yes No If yes, on what jobs?

May we contact the employers listed above? Yes No If not, indicated by number which one(s) you do not wish us to contact:

This institution does not discriminate in hiring or in any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, Vietnam era veteran status, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information. I consent to take the physical examination and such future physical examinations as may be required by this institution at such times and places as the institution shall designate. I understand that an offer of employment may be contingent on passing the physician examination which relates to the essential duties I would be required to perform.

I understand that my employment is at will and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete an Employment Verification Form (I-9) and within three days show satisfactory evidence of identity and eligibility for employment.

Signature of Applicant

Date

APPLICANT – Do Not Write on This Page

FOR INTERVIEWER’S USE

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR’S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

Position No. on Page 3	RESULTS OF REFERENCE CHECK	Position No. on Page 3	RESULTS OF REFERENCE CHECK
1		4	
2		5	
3		6	

DISPOSITION

UNDER CONSIDERATION		EMPLOYED: PERMANENT PART-TIME		
Possible Work Locations	Possible Position(s)	Location & Position	Wage Rate	Date