



## APPLICATION FOR EMPLOYMENT

AN EQUAL  
OPPORTUNITY  
EMPLOYER

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

### PERSONAL INFORMATION

Date of application \_\_\_\_\_

Name \_\_\_\_\_

Present address \_\_\_\_\_

Home or nearest phone \_\_\_\_\_

How long have you lived at above address? \_\_\_\_\_

Previous address \_\_\_\_\_ How long did you live there? \_\_\_\_\_

Are you over the age of 18?      Yes      No      If no, employment is subject to verification that you are of minimum legal age.

Are you legally eligible to work in the U.S.? \_\_\_\_\_

### EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

Shift preference      1st                  2nd                  3rd                  What salary do you expect? \_\_\_\_\_

Type of employment      Full-time                  Part-time                  Temporary                  Hours \_\_\_\_\_

What days and hours if part-time? Days \_\_\_\_\_

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

Have you ever worked with us before?      Yes      No

Have you ever been bonded before?      Yes      No      Have you ever been refused bond?      Yes      No. If so, state reason and date. \_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation?      Yes      No      If so, 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 of confidential material)?      Yes      No

How many days have you been absent from work in the past year? \_\_\_\_\_

Do you have steady transportation to work?      Yes                  No

Have you ever been discharged or asked to resign?      Yes                  No

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work here? \_\_\_\_\_

Are you physically and mentally able to perform the job for which you are applying? \_\_\_\_\_

If not, what accommodations are necessary? \_\_\_\_\_

State any limitations on your working:      Hours \_\_\_\_\_                  Days \_\_\_\_\_

### EDUCATION INFORMATION

Schooling	Years Completed	Degree Rec. And Major Sub.	Name of School	Location	Did You Graduate?
Grammar or high school					
Trade bus, or Correspondence					
College					
Graduate School					

Describe any other specialized, or professional training (such as business, technical or nursing school). Include study courses given through public or private employment. State whether degree or certificate received.

\_\_\_\_\_

## MILITARY SERVICE RECORD

Where you in U.S. Armed Forces? Yes No If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_

List of duties in the Service including special training \_\_\_\_\_

Are you legally eligible to work in the U.S.? \_\_\_\_\_

### PRIOR WORK RECORD (START WITH MOST RECENT OR PRESENT EMPLOYER)

<b>1. Name, address &amp; phone of most recent employer</b>		Telephone no.
A. Immediate supervisor (name & position)	Date hired	Starting rate
B. Your job title & duties	Date left	Last rate
C. Reason for leaving		

<b>2. Name, address &amp; phone of most recent employer</b>		Telephone no.
A. Immediate supervisor (name & position)	Date hired	Starting rate
B. Your job title & duties	Date left	Last rate
C. Reason for leaving		

<b>3. Name, address &amp; phone of most recent employer</b>		Telephone no.
A. Immediate supervisor (name & position)	Date hired	Starting rate
B. Your job title & duties	Date left	Last rate
C. Reason for leaving		

May we contact the employers listed above? \_\_\_\_\_ If not, which one(s) do you not want us to contact \_\_\_\_\_

### REFERENCES (DO NOT LIST RELATIVES OR FORMER EMPLOYERS)

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_ Occupation \_\_\_\_\_

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit bureaus of your choice.

In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors friends or others with whom I am acquainted This inquiry includes information as to my character general reputation personal characteristics and mode of living I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.

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

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, 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.

**Did you remember to SAVE?**  
Save the work you've done before  
submitting your application for internal review.

Signature of Applicant

Date