

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____

NAME

LAST _____

FIRST _____

MIDDLE _____

PRESENT ADDRESS

STREET _____

CITY _____

STATE _____

ZIP _____

PREVIOUS ADDRESS

STREET _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

 ARE YOU 18
YEARS OF AGE
OR OLDER

 YES

 NO

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.
** You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

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?

WHERE? _____

WHEN? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE? IF SO WHEN?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

US MILITARY OR NAVAL SERVICE

RANK _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

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

NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING

(REFERENCES)	NAME	PHONE NUMBER	ADDRESS	YEARS ACQUAINTED

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any work for which you are being considered?

 Yes

 No

If yes, what can be done to accommodate your limitation? _____

IN CASE OF EMERGENCY NOTIFY

Name _____

Address _____

Phone Number _____

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE PERSONAL OR OTHERWISE AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, 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 PRIOR NOTICE."

Date _____ Signature _____

Interviewed By: _____ DATE _____ NOTES: _____

 HIRED: Yes No Position _____ Department _____

Salary _____ Date Reporting to work _____

 APPROVED: 1 _____ 2 _____ 3 _____
 Employment Manager Department Head General Manager