

Application for Employment

Personal Information

Date: _____

Name: _____ SSN: _____
 Last First Middle

Present Address: _____
 Street City State Zip

Permanent Address: _____
 Street City State Zip

Phone No: _____ Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Employment Desired

Position: _____ Date you can start: _____ Salary Desired: _____
 F/T P/T

Are you employed now: Yes No If so can we inquire of your current employer: Yes No

Applied to this company before: Yes No When: _____

Referred by: _____

Education	Name of School	Years Attended	Did You Graduate	Subjects Studied
High School				
College/Trade School				
College/Trade School				
Other Training or Continuing Educ.				

General Subjects of special study or research work: _____

Special Skills: _____

Activities: (Civic, Athletic, Etc.): _____

Exclude organizations whose name indicates race, creed, sex, age, marital status, color, or nation of origin of its members

U.S. Military Service Yes No Branch/Rank: _____ Presently in Guard or Reserves: Yes No

Employment List your last three (3) employers, or all employers for the last ten (10) years, starting with most recent. Explain any gaps in employment. Use a separate sheet of paper if necessary.

Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best? _____

Which of these jobs did you like least? _____

References Give the names of three persons not related to you whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

In case of
Emergency notify: _____

Name	Address	Phone No

I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at either my or the company's option. I also understand and agree that the company may change with or without cause, and with or without notice the terms and conditions of my employment at any time.

I understand no representative other than the director, and then only in writing and signed by the director, has any authority to enter into any agreement for employment for any specific period of time, or make any agreement contrary to the foregoing.

Date: _____ Signature: _____

Do not write below this line

Interviewed by: _____ Date: _____

Remarks: _____

Neatness: _____ Ability: _____

Hired: Yes No Position: _____ Dept: _____

Salary / Wage: _____ Reporting Date: _____

Approved: 1. _____ 2. _____ 3. _____
 Employment Manager Department Head General Manger