



# APPLICATION FOR EMPLOYMENT

FEDERAL LAW PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, DISABILITY, SEX OR NATIONAL ORIGIN, AS WELL AS DISCRIMINATION ON THE BASIS OF AGE AGAINST PERSONS BETWEEN THE AGE OF 40 AND 65 INCLUSIVE. SOME STATE AND CITY LEGISLATION PROHIBITS DISCRIMINATION BECAUSE OF AGE, MARITAL STATUS, SEXUAL PREFERENCE, RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN. CONSULT COMPETENT COUNSEL FOR FURTHER INTERPRETATION.

PLEASE PRINT CLEARLY

Date \_\_\_\_\_

## PERSONAL

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Street and Number \_\_\_\_\_ Social Security No. \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_  
How many addresses have you had in the last 5 years? \_\_\_\_\_  
How did you find out about this job? Newspaper ☐ Referral ☐ Other ☐  
Driver License # \_\_\_\_\_ State Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_  
If hired, do you have a reliable means of transportation to get to work? ☐ Yes ☐ No  
Salary desired? \_\_\_\_\_ Least acceptable salary? \_\_\_\_\_  
Are you a U.S. citizen? ☐ Yes ☐ No If no, do you have the legal right to work in the U.S. (i.e., green card?) ☐ Yes ☐ No  
Are you at least 18 years old? ☐ Yes ☐ No

## EMPLOYMENT DATA

Are you seeking? ☐ Temporary ☐ Full Time ☐ Part Time  
What position(s) are you applying for? \_\_\_\_\_  
What hours and shift(s) would you prefer to work? \_\_\_\_\_  
Please indicate any shift(s) you would not be available to work. \_\_\_\_\_  
Are you willing to work overtime? Yes ☐ No ☐ Weekends? Yes ☐ No ☐  
List experience, special skills, or training. \_\_\_\_\_  
Are you currently employed? Yes ☐ No ☐ When would you be able to start? \_\_\_\_\_  
Have you ever worked for this organization before? Yes ☐ No ☐ Name used? \_\_\_\_\_  
List any friends or relatives employed by this company. \_\_\_\_\_  
Are you on layoff and subject to recall? Yes ☐ No ☐  
Have you ever been discharged or asked to resign from any position? Yes ☐ No ☐  
If yes, please describe. \_\_\_\_\_  
How many days have you missed from school or work within the last 12 months? \_\_\_\_\_ Been late? \_\_\_\_\_  
How many days of work have you missed in the last three years for reasons other than sickness? \_\_\_\_\_  
Please describe. \_\_\_\_\_

## EDUCATION

Please circle highest level attained

Elementary 1 2 3 4 5 6 7 8 High School 9 10 11 12 G.E.D.  
Name and City \_\_\_\_\_  
College 1 2 3 4 5 6  
Name and City \_\_\_\_\_  
Degree & Major \_\_\_\_\_  
If currently in high school, are you enrolled in a recognized co-op program (such as D.E., C.V.A., V.O.E.)? Yes ☐ No ☐  
If yes, identify program and school. \_\_\_\_\_

## MILITARY SERVICE

Are you a veteran? ☐ Yes ☐ No If yes, give dates of service. From \_\_\_\_\_ to \_\_\_\_\_  
List special skills or training. \_\_\_\_\_

## WORK HISTORY

Please list your last 4 employers. Begin with the most recent employer.

1. Company	Address	Phone	From		To	
			Mo.	Yr.	Mo.	Yr.
Job Title	Give reason for leaving.	Supervisor's name and title				
Describe duties briefly.		Starting salary	Ending salary			
2. Company	Address	Phone	From		To	
			Mo.	Yr.	Mo.	Yr.
Job Title	Give reason for leaving.	Supervisor's name and title				
Describe duties briefly.		Starting salary	Ending salary			
3. Company	Address	Phone	From		To	
			Mo.	Yr.	Mo.	Yr.
Job Title	Give reason for leaving.	Supervisor's name and title				
Describe duties briefly.		Starting salary	Ending salary			
4. Company	Address	Phone	From		To	
			Mo.	Yr.	Mo.	Yr.
Job Title	Give reason for leaving.	Supervisor's name and title				
Describe duties briefly.		Starting salary	Ending salary			

May we contact the employers listed above? ☐ Yes ☐ No If not, tell us which one(s) you do not wish us to contact and why. \_\_\_\_\_

How many jobs have you had in the last 10 years that are not listed above? \_\_\_\_\_

Why are you seeking a new position at this time? \_\_\_\_\_

What is the job you have enjoyed most and why? \_\_\_\_\_

List any outside interests including organizations you're active in that are business related. \_\_\_\_\_

Bonding and money handling security policies require that we ask if you have ever been convicted of a felony? ☐ Yes ☐ No  
On parole? ☐ Yes ☐ No Or awaiting trial? ☐ Yes ☐ No

If yes, state the nature of the offense and disposition of the case. Include dates and places. NOTE: Felony convictions or the existence of a criminal record does not constitute an automatic bar to employment. \_\_\_\_\_

I authorize this company to make an investigation of all information contained in this application for employment, and I release from all liability all companies and corporations supplying such information. I understand that any false answers, statements or implications made by me on this application or other required documents shall be considered sufficient causes for denial of employment or discharge. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer. I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record and any other investigative reports they deem necessary through various third parties. Upon my formal written request within a reasonable period of time I will be notified as to the nature and scope of such investigation. I realize I hereby agree to submit to any drug test that may be required of me whether prior to my employment or if employed by this company at any time thereafter. If requested I will take a physical examination post job offer and employment will be conditional upon passing such examination. During such employment, I understand and agree that in the event that I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company designated physician. I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time and that the company can change wages, benefits and conditions at any time. I have read and understand the above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

CHECK OVER THE FOREGOING APPLICATION, BE SURE IT IS COMPLETE AND SIGNED, AND RETURN IT TO INTERVIEWER.