

Employment Application *(an Equal Opportunity Employer)*

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit#

City State Zip Code

Phone: _____ E-Mail Address: _____

Date Available: _____ Social Security No: _____ Desired Salary: \$ _____

Position Applied for: _____

Have you ever worked for this company? YES NO If so, when? _____

Have you ever applied to this company before? YES NO If so, when & where? _____

Are you employed now? YES NO If so, may we contact your present employer? _____

Referred by: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S. YES 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

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

EDUCATION

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

GENERAL

Subjects of special study or research work: _____

Special Skills: _____

Activities (Civic, Athletic, etc.): _____

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

US Military or Naval Service _____ Rank _____ Present membership in National Guard or Reserves _____

PREVIOUS EMPLOYMENT

Company: _____ Phone No.: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone No.: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone No.: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Which of these jobs did you like best? _____

What did you like most about this job? _____

REFERENCES

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

1. Full Name: _____ Company: _____
Address: _____ Phone: _____ Years Acquainted _____

2. Full Name: _____ Company: _____
Address: _____ Phone: _____ Years Acquainted _____

3. Full Name: _____ Company: _____
Address: _____ Phone: _____ Years Acquainted _____

DISCLAIMER AND SIGNATURE

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.

Upon consideration of my employment, I agree to confirm 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 or the company's option. I also understand and agree that the terms and conditions of my employment can be changed with or without cause and with or without notice at any time by the company. I understand that any company representative, other than it's president, and then only when in writing and signed by the president(s) authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS SECTION

Answered by: _____ Date: _____

Remarks & Abilities: _____

Hired: YES NO Position/Department: _____

Salary Wage: _____ Date Reporting to Work: _____

Office Location: _____

Assigned to: _____
Employment Manager Dept. Head General Manager