

# **APPLICATION FOR EMPLOYMENT**

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

**PERSONAL INFORMATION:**

Social Security  
Date: \_\_\_\_\_ Number \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Present Address: \_\_\_\_\_  
Street
City
State
Zip

Permanent Address: \_\_\_\_\_  
Street
City
State
Zip

Phone No.: \_\_\_\_\_

Referred By: \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

**EMPLOYMENT DESIRED:**

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now?  Yes  No If So, May We Inquire of Your Present Employer?  Yes  No

Ever Applied to this Company Before?  Yes  No Where? \_\_\_\_\_ When? \_\_\_\_\_

**EDUCATION:**

Name and Location of School	Circle Last Year Completed	Did You Graduate	Subject(s) Studied and Degree(s) Received
Grammar School			
High School	1   2   3   4		
College	1   2   3   4		
Trade, Business or Correspondence School	1   2   3   4		

**GENERAL**

Subjects of Special Study or Research Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Job Related Skills (typing, driver's license, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Activities Other Than Religious (Civic, Athletic, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OF CHARACTER OF WHICH INDICATES THE RACE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

(Continued on the Other Side)

**FORMER EMPLOYERS:** List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address & Phone # of Employer	Salary (Upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES:** List below three persons not related to you, whom you have known at least one year.

Name	Address & Phone #	Position	Years Acquainted

Date

Signature:

**AUTHORIZATION**

I authorize investigation on all statements contained in this application. I understand that misrepresentation of information requested is cause for dismissal. Further, I understand and agree that 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 case and without any previous notice.

Date

Signature:

In Case of

Emergency Notify: \_\_\_\_\_  
Name

Address

Phone Number

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

REMARKS: \_\_\_\_\_

INS Form 1-9 completed? \_\_\_ Yes \_\_\_ No

Hired For Dept. Position Will Report Salary/Wages

Approved: 1. 2. 3.

Employment Manager: Dept. Head: General Manager: