



APPLICATION FOR EMPLOYMENT (PLEASE PRINT PLAINLY)

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the above-mentioned types of discrimination.

Date: _____

PERSONAL

Name _____ Social Security No. _____
Last First M.I.

Present Address _____
No. Street City State Zip

How many years have you lived at this address? _____ Telephone No. (____) _____
Area

Previous Address _____ For how long? _____
Street City State Zip

Email address _____

Job(s) applied for: _____ Rate of pay expected \$ _____ per _____
_____ Rate of pay expected \$ _____ per _____

How did you learn of this opening? _____

Do you want to work __ Full-time or __ Part-time? Specify days and hours if part-time _____

Have you worked for us before? _____ If yes, when? _____

List any friends or relatives working for us _____

If hired, on what date will you be available to start work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Company? _____

If hired, do you have a reliable means of transportation to get to work? _____

Do you have any physical handicaps which would prevent you from performing specific kinds of work? _____

If yes, describe the defect(s) and explain the work limitations _____

Have you had a serious illness in the past 5 years? ___ No ___ Yes (describe) _____

Have you had a serious injury in the past 5 years? ___ No ___ Yes (describe) _____

Have you ever received compensation for injuries? ___ No ___ Yes (explain) _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?

___ No ___ Yes If yes, describe in full _____

Person to be notified in case of accident or emergency

Phone Number _____ Name _____

Relationship _____ Address _____

EDUCATIONAL BACKGROUND

Type of School	Name and Address	How many years attended	Graduated	Course or major
Grade school			___ Yes ___ No	
High school			___ Yes ___ No	
College			___ Yes ___ No	
Post graduate			___ Yes ___ No	
Business or trade			___ Yes ___ No	
Other			___ Yes ___ No	
			___ Yes ___ No	

MILITARY SERVICE RECORD

Have you ever served in the armed forces? ___ Yes ___ No If yes, what branch? _____

Dates of duty: From _____ to _____ Rank at discharge _____

Month Day Year Month Day Year

What were your duties in the Service (include special training and duty station)? _____

Have you had any schooling under the G.I. Bill of Rights? _____ If yes, describe _____

(Must fill out the following two questions):

Driver's License number: _____ **State issued** _____

Birth date: Month _____ **Day** _____ **Year** _____

PERSONAL REFERENCES (Excluding Former Employers or Relatives)

Name and occupation	Address	Phone Number
1. _____	_____	
2. _____	_____	
3. _____	_____	

PRIOR WORK HISTORY (List in order, last or present employer first)

Dates	Name and address of employer	Rate of pay	Supervisor's name and title	Reason for leaving
From		Start		
To		Finish		

Describe in detail the work you did _____

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From		Start		
To		Finish		

Describe in detail the work you did _____

May we contact the employers listed above? _____ If not, indicate below which one(s) you do not wish us to contact _____

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based only on your merit and on no other consideration.

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.*

Signature of applicant _____

*NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

DO NOT WRITE BELOW THIS LINE

INTERVIEW ___ Yes _____ No Date _____ Hour _____

Result of interview _____

Acceptable for employment? _____ Starting rate _____ Starting date _____ Shift _____

Occupation _____ Dept. _____ Clock no. _____

Interviewed by _____ Employed by _____

Approved by _____