



# Application for Employment

## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

## General Information

What position are you applying for? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

When are you available to start work? \_\_\_\_\_

Are you at least 18 years old?      YES      NO

    If not, can you provide a valid work permit, high school diploma or equivalent?      YES      NO

Do you have reliable means of transportation to get to work?      YES      NO

Are there any times you are not able to work?      YES      NO

    If so, please explain: \_\_\_\_\_

Have you ever worked for this company before?      YES      NO

    If so, when? \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?      YES      NO

    If so, please explain: \_\_\_\_\_

## Education

Level	Name and Location	Major / Subject	Graduated?
Grammar School			YES    NO
High School			YES    NO
College			YES    NO
Trade / Business School			YES    NO

Do you have special training, skills or experience that may help you qualify for this job?      YES      NO

    If so, please explain: \_\_\_\_\_

## Former Employers

(List below your last four employers, beginning with present or most recent)

Date	Name and Address of Employer	Job Title	Salary	Reason for Leaving
From To			Start End	
From To			Start End	
From To			Start End	
From To			Start End	



**References**

(Give the names of three persons, not related to you, with whom you have known at least one year)

Name	Address and Phone Number	Business	Years Acquainted

**Certification and Acknowledgement**

I authorize investigation of all statement contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

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

**For Office Use Only**  
(Do not write below this line)

Remarks \_\_\_\_\_

Neatness \_\_\_\_\_

Personality \_\_\_\_\_

Ability \_\_\_\_\_

Date of Hire	Position	Will Report To	On
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