**APPLICATION FOR EMPLOYMENT**

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

**PERSONAL**

|  |  |
| --- | --- |
| Last Name First Name | Date |
| Street Address | Home Telephone |
| City, State, Zip Code | Business Telephone |
| Have you ever applied for employment with us?  Yes \_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ If yes, month and year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Are you of legal age to work?  Yes\_\_\_\_\_\_ No \_\_\_\_\_\_ |
| Position Desired: | |
| Apart from absence for religious observances, are you available for fulltime work?  Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ If no, what hours can you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Will you work overtime if asked?  Yes\_\_\_\_\_\_ No \_\_\_\_\_\_ |
| Are you legally eligible to work in the United States? | When will you be available to start? |
| Please list any special training or skills (languages, machine operation, etc.) | |

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Attended | Name and Location of School | Course of Study | Number of years completed | Did you graduate? | Degree or Diploma? |
| Graduate |  |  |  |  |  |
| College |  |  |  |  |  |
| Business/Trade/Technical |  |  |  |  |  |
| High School |  |  |  |  |  |
| Elementary |  |  |  |  |  |

**EMPLOYMENT**

Please give complete full-time and part-time employment record. Start with your present or most recent employer.

|  |  |
| --- | --- |
| Company Name | Telephone Number: |
| Address | Employment dates (month and year)  From:  Until: |
| Name of Supervisor | Pay rate:  Start:  Last: |
| Job Title Job Description | Reason(s) for leaving: |

|  |  |
| --- | --- |
| Company Name | Telephone Number: |
| Address | Employment dates (month and year)  From:  Until: |
| Name of Supervisor | Pay rate:  Start:  Last: |
| Job Title Job Description | Reason(s) for leaving: |

|  |  |
| --- | --- |
| Company Name | Telephone Number: |
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| Name of Supervisor | Pay rate:  Start:  Last: |
| Job Title Job Description | Reason(s) for leaving: |

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| --- |
| I attest that the information provided in this application for employment is true, correct and complete.  I understand that if I am employed, any misstatement or omission on this application may result in my dismissal.  I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.  I authorize the employer to engage an investigative consumer reporting agency to report on my credit and personal history. If a report is obtains, you must provide, at my request, the name of agency, so I may obtain from the agency the nature and substance of the information contained in the report.  I authorize the employer to contact the employers listed above and authorize the employers above to discuss my employment with them.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

DO NOT CONTACT: Employer(s) number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_