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

|  |
| --- |
| 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: \_\_\_\_\_