



Application for Employment  
(Please Print Plainly)

**1. Applicant Information**

Title of position applied for: \_\_\_\_\_

Type of employment desired:    Full Time                  Part Time                  Temporary

Date available for employment: \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address: \_\_\_\_\_

Street                                  City                                  State                                  Zip Code

Telephone: \_\_\_\_\_

Day                                  Evening                                  Work

If employed, are you willing to accept the approved salary for the position?    Yes    No

**2. Education and Training**

Have you graduated from high school or received a high school equivalency diploma? (GED)?    Yes    No

School	Name	Course of Study	#of Years Completed	Did you graduate	Degree or Diploma
College					
High					
Other					

Languages: List languages you speak, read and write other than English \_\_\_\_\_

Type Speed \_\_\_\_\_ Net words per minute

**3. Experience:** Begin with your present or most recent job and describe, in the boxes below, all periods of employment such as paid (full or part time), volunteer(full or part time), self employment, and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach addendum if necessary, using the same format.

Employer's Name and Phone Number:		
Complete Address:		
Your Title:	From:	To:
Full Time – Part Time – Volunteer – Other    Hours per week		
Last monthly pay \$		
Supervisors Name, Title, and Phone Number:		
Duties:		
Reason for leaving or seeking other employment:		

Employer's Name and Phone Number:		
Complete Address:		
Your Title:	From:	To:
Full Time – Part Time – Volunteer – Other    Hours per week		
Last monthly pay \$		
Supervisors Name, Title, and Phone Number:		
Duties:		
Reason for leaving or seeking other employment:		

Employer's Name and Phone Number:		
Complete Address:		
Your Title:	From:	To:
Full Time – Part Time – Volunteer – Other    Hours per week		
Last monthly pay \$		
Supervisors Name, Title, and Phone Number:		
Duties:		
Reason for leaving or seeking other employment:		

Employer's Name and Phone Number:		
Complete Address:		
Your Title:	From:	To:
Full Time – Part Time – Volunteer – Other    Hours per week		
Last monthly pay \$		
Supervisors Name, Title, and Phone Number:		
Duties:		
Reason for leaving or seeking other employment:		

**List experience, skills, or qualifications which you feel would qualify you for this position:** \_\_\_\_\_

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**References:** List three persons who are not related to you and who have definite knowledge of your qualification for the position for which you are applying.

Full Name	Business or Home Address	Business or Occupation	Phone Number

Have you ever been convicted of a crime in the past ten years? \_\_\_ If yes, Please describe in full: \_\_\_\_\_

Have you had a major illness in the past 5 years? \_\_\_\_\_ If yes, describe in full: \_\_\_\_\_

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Have you ever been injured? \_\_\_\_\_ If yes, describe in full: \_\_\_\_\_

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Do you have any physical limitations which prevent you from lifting a minimum 50 lbs?

\_\_\_\_\_ If yes, describe in full: \_\_\_\_\_

The information provided on this application is accurate to the best of my knowledge and subject to verification by this company. I understand I must truthfully answer all the questions on this application. I also understand that if I do not, I may be refused employment, or separated if I am a current company employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is our policy to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability.