

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Date Of Application _____

Name _____ Social Security # _____
 Last First M.I.
 Address _____
 Street Apt. City State Zip Code
 Telephone _____ Referred By: _____

Position Applied For _____ Date available to start? _____

Are you presently employed? Yes No

Have you ever applied with this company before? Yes No

If so, when and for what position? _____

If you are under 18, and at least 16, can you provide a work permit? Yes No

If no, please explain _____

Are you legally eligible for employment in this country? Yes No

Have you ever been convicted of a crime?..... Yes No

If so, please explain _____

Employment History

Provide The Following Information For Your Past Four (4) Employers, Starting With The Most Recent

From	Employer	Telephone
To		
Position	Address	
Supervisor	Reason For Leaving	Hourly Rate/Salary \$ _____ per _____
From	Employer	Telephone
To		
Position	Address	
Supervisor	Reason For Leaving	Hourly Rate/Salary \$ _____ per _____
From	Employer	Telephone
To		
Position	Address	
Supervisor	Reason For Leaving	Hourly Rate/Salary \$ _____ per _____
From	Employer	Telephone
To		
Position	Address	
Supervisor	Reason For Leaving	Hourly Rate/Salary \$ _____ per _____

Educational Background

Name & Address of School Attended	Number of Years Attended	Did you Graduate?	Course of Study or Major
High School			
College			
Other			

General Skills and Qualifications

Summarize any subjects or special study or training/skills that may qualify you for the position which you are applying

References

Give below the names of three (3) persons, not related to you, whom you have known for at least one year

Name	Address	Telephone	Years Known
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AUTHORIZATION

"I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYER, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

"I understand that employment at this company is "at-will", which means that either I or the company can terminate the employment relationship at any time, with or without prior notice, reason or cause. I also agree to abide by all rules and regulations of the company, as amended from time to time.

Applicant's Signature

Date

FOR COMPANY USE ONLY

Excellent / Good / Poor

Typing Ability: _____
Telephone Voice: _____

If not available give reason

MON _____
TUES _____
WED _____

If not available give reason

THURS _____
FRI _____
SAT _____
SUN _____

Remarks:

Hire Date

Position

Training Date

Starting Salary/Rate \$

Manager/Supervisor Signature

Date