

APPLICATION FOR EMPLOYEMENT



PERSONAL INFORMATION

Name _____ Social Security number _____

Present Address _____

Phone number _____

Notify in case of emergency _____ phone number _____

EMPLOYMENT DESIRED

Position applied for _____ Date available to start _____ Salary desired _____

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
am/pm	am/pm	am/pm	am/pm	am/pm	days	days

_____ Part time _____ Full time

Are you employed now? _____ May we inquire of your present employer _____

Have you ever applied to this company before? _____ When? _____

EDUCATION

High School _____ Location _____ years attended _____ graduate _____

College _____ Location _____ Years attended _____ graduate _____ subjects _____

Trade or business _____ Location _____ Years attended _____ graduate _____ subjects _____

GENERAL

Special training _____

Special Skills _____

Personal Interests _____

PERSONAL

Are you authorized to work in the U.S. in the position for which you are applying? Yes _____ No _____

Have you ever been convicted of a crime that may relate to the position for which you are applying?
Yes _____ No _____ (The existence of a criminal record does not create an automatic bar to employment)

FORMER EMPLOYERS – last one first

Name & address _____

Job title _____ start date _____ leaving date _____

Starting salary _____ Final salary _____

May we contact your supervisor _____ Name, title and phone number of supervisor _____

Description of work _____ Reason for leaving _____

Name & address _____

Job title _____ start date _____ leaving date _____

Starting salary _____ Final salary _____

May we contact your supervisor _____ Name, title and phone number of supervisor _____

Description of work _____ Reason for leaving _____

Name & address _____

Job title _____ start date _____ leaving date _____

Starting salary _____ Final salary _____

May we contact your supervisor _____ Name, title and phone number of supervisor _____

Description of work _____ Reason for leaving _____

REFERENCES – list 3 persons not related to you whom you have known at least a year

	Name	Phone number	Business	Years known
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____

“I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company’s rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company’s option. I also understand and agree that the company may change the terms and conditions of my employment, with or without cause and with or without notice, at any time. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.”

Date _____ Signature _____