

APPLICATION FOR EMPLOYMENT

Rev. 5/5/17

Application date: _____ Interview date, time: _____

NOTICE: Federal and state law requires that all applications be considered without regard to race, religion, color, sex, age, or national origin. We believe in and fully support the principal of equal employment opportunity and will fulfill our obligation to the full extent.

Name: _____ Social Security No.: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Alternate phone number: _____

Email address: _____

Position applied for: _____

Work schedule desired: _____ Full Time _____ Part Time

Rate of pay expected to start: _____ How did you hear about this opening? _____

List any friends or relatives working with us now: _____

List any special skills you have for the position applied for: _____

Have you been convicted of a crime in the past 10 years? (Excluding Traffic Violations) _____ Yes _____ No

If yes, list convictions: _____

Do you have any physical handicaps preventing you from doing certain types of work?

_____ Yes _____ No If yes, please describe handicap/limitations: _____

Past Employment Info:

LIST IN MOST RECENT ORDER BEGINNING WITH **PRESENT** EMPLOYER

Company name: _____

Address: _____

City/ State/ Zip: _____

Phone number: _____ Supervisor: _____

Position (Job/Title): _____

Dates of employment: From: _____ To: _____

Salary: Beginning: _____ End: _____

Reason for leaving: _____

Company name: _____

Address: _____

City/ State/ Zip: _____

Phone number: _____ Supervisor: _____

Position (Job/Title): _____

Dates of employment: From: _____ To: _____

Salary: Beginning: _____ End: _____

Reason for leaving: _____

Company name: _____

Address: _____

City/ State/ Zip: _____

Phone number: _____ Supervisor: _____

Position (Job/Title): _____

Dates of employment: From: _____ To: _____

Salary: Beginning: _____ End: _____

Reason for leaving: _____

Military:

Did you serve in any branch of the military? ____ Yes ____ No

If yes, please list: Branch _____ Rank _____
Time Served _____ Active _____ Reserve _____

List any special school or skills acquired during your military service:

Personal references:

Name: _____

Phone number: _____

Relationship: _____

Name: _____

Phone number: _____

Relationship: _____

Emergency Contact:

Name: _____

Phone number: _____

Relationship: _____

Education:

High School attended: _____

Highest Grade Completed: _____

Graduated: ____ Yes ____ No Diploma ____ GED ____

College Attended: _____

Degree/Major: _____ Graduated: ____ Yes ____ No

Other: _____

Applicant – Read and Sign Below:

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal. You are hereby authorized to conduct any investigation of my personal history and/or credit and financial records employing investigative or credit agencies or bureaus of your choice subject to the provisions of the Fair Credit Reporting Act.

Signature of applicant

Date

Comments: _____
