



**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
           Last                                      First                                      Middle

Present Address \_\_\_\_\_  
   Street                                      City                                      State                                      ZIP

Permanent Address \_\_\_\_\_  
   Street                                      City                                      State                                      ZIP

Phone Number \_\_\_\_\_ Are you 18 Years or Older? \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Ever Applied to this Company before? \_\_\_\_\_

Referred by \_\_\_\_\_

Have you ever been convicted of a felony within the last seven years?  Yes  No

If you checked "Yes," please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation (attach additional sheets if necessary): \_\_\_\_\_

EDUCATION	Name and Location of School	Number of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade or Business School				

**GENERAL**

Special Skills \_\_\_\_\_

Activities (Civic, Athletic, etc.) \_\_\_\_\_

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_

Present Membership in National Guard or Reserves \_\_\_\_\_

**FORMER EMPLOYERS** (List the last three employers, starting with the last one first)

DATE Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				

Which of these Jobs did you like best? \_\_\_\_\_  
 What did you like most about this job? \_\_\_\_\_

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

NAME	ADDRESS	PHONE	BUSINESS	YEARS ACQUAINTED

"I certify that all 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 terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Company. I understand that no Company representative, other than it's 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."

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

**DO NOT WRITE BELOW THIS LINE**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

Neatness \_\_\_\_\_ Ability \_\_\_\_\_

Hired: Date \_\_\_\_\_ Position \_\_\_\_\_ Dept. \_\_\_\_\_

Salary/Wage \_\_\_\_\_ Start Date \_\_\_\_\_ Mgr. Approval \_\_\_\_\_