

WE SUPPORT A DRUG FREE WORK PLACE

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Position Applied For \_\_\_\_\_

PERSONAL INFORMATION

(PLEASE PRINT)

Date: \_\_\_/\_\_\_/\_\_\_ Social Security Number: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Last First Middle

Present Address: \_\_\_\_\_ Street City State Zip Code

Phone No. (\_\_\_\_) \_\_\_\_\_ Are you under 18 years of age?  Yes  No

Referred by:  Advertisement  Co. Employee  Agency  Other \_\_\_\_\_

U.S. Citizen?  Yes  No

If "No", can you furnish proof that you are legally permitted to work in the United States?  Yes  No

Type of Employment Desired?  Full Time  Part Time  Temporary From: \_\_\_/\_\_\_/\_\_\_ TO: \_\_\_/\_\_\_/\_\_\_

Date Available for work? \_\_\_/\_\_\_/\_\_\_ Have you ever been convicted of a felony?  Yes  No

Driver's License Number (if required by job) \_\_\_\_\_ State \_\_\_\_\_

FORMER EMPLOYERS

List Your Employers For The Previous 5 Years, Starting With The Most Recent

Table with 4 columns: From, To, Employer, Telephone. It contains three identical sets of rows for listing former employers, including fields for Job Title, Address, Immediate Supervisor and Title, Reason for Leaving, and Hour Rate/Salary.

## EDUCATION

Name and Location of School	Circle Last Year Completed	Did you Graduate?	Subjects Studied and Degree(s) Received
High School	1 2 3 4	<input type="radio"/> Yes <input type="radio"/> No	
Trade, Business or Correspondence School	1 2 3 4	<input type="radio"/> Yes <input type="radio"/> No	
College	1 2 3 4	<input type="radio"/> Yes <input type="radio"/> No	
What business machines can you operate?			Type WPM:
Calculator/Adding Machine	By Touch:	Cash Register:	Computer:
Special Skills or experience?			
What foreign languages do you speak fluently?			

## SPECIAL QUALIFICATIONS

List any special or qualifications that may qualify you for a position.

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## REFERENCES

List three references, not related to you, who may be contacted.

Name	Address or Business	Years Known	Telephone
1.			
2.			
3.			

I understand and agree that any consequential omissions or misrepresentations made by me on this application will be sufficient cause for cancellation of this application and/or termination by the Employer if I have been employed. I understand that any offer of employment will be at the will of the Employer and that the company reserves the right to terminate my employment at any time, with or without cause and without prior notice and that I am free to resign at any time with or without prior notice. I understand that no representative of the company has the authority to make any assurances to the contrary.

I give the Employer the right to secure information from references, past employers and information from other sources if job related, and I release the Employer and its representatives for seeking such information and all others described above who may furnish such information.

I further agree that I will abide by all the rules, regulations and policies of the Employer and that failure to do so may be cause for termination.

I understand that any offer of employment will be conditioned upon satisfactory completion of a drug test and back screen.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Received For the Employer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date