

This company is an equal employment opportunity employer. We make employment decisions without regard to race, color, sex, religion, national origin, citizenship or age.

APPLICATION FOR EMPLOYMENT

Date _____

LAST NAME FIRST MIDDLE

ADDRESS (Street and Number)

(City, State & Zip Code)

Length of time at present address _____

Type of work desired _____

Salary Requirements _____

How were you referred to us? _____

Do you have any relatives working for us? _____ Yes _____ No

Name Relationship

Name Relationship

TELEPHONE NUMBER

Date available for work _____

Have you ever worked for this company before? _____ Yes _____ No
If yes, give dates _____

Reason for leaving _____

Are you a U.S. Citizen and legally eligible for employment in the United States?

_____ Yes _____ No

Will you work overtime? _____

Is there any reason you will miss work on a regular basis?

_____ Yes _____ No If yes, explain _____

EMPLOYMENT HISTORY: Starting with present or most recent, list all previous employers located within the United States. Include self-employment and part time jobs.

DATE (Mo. & Yr.)		NAME, ADDRESS AND TELEPHONE OF EMPLOYER	NAME OF SUPERVISOR	POSITION DUTIES
From:	To:			
Salary Start: End:		Reason for leaving:		
From:	To:			
Salary Start: End:		Reason for leaving:		
From:	To:			
Salary Start: End:		Reason for leaving:		
From:	To:			
Salary Start: End:		Reason for leaving:		
From:	To:			
Salary Start: End:		Reason for leaving:		
From:	To:			
Salary Start: End:		Reason for leaving:		

Were you ever discharged by any company? _____ Yes _____ No If yes, give name of company and reason why: _____

If presently employed, may we contact your employer? _____ Yes _____ No

If presently employed, why do you wish to change jobs? _____

PHYSICAL RECORD

How much time have you lost from work or school during each of the past THREE years?

YEAR	NO. OF DAYS	REASON FOR THE ABSENCES
YEAR	NO. OF DAYS	REASON FOR THE ABSENCES
YEAR	NO. OF DAYS	REASON FOR THE ABSENCES

Is there any reason you will miss work on a regular basis? Yes No If yes, explain _____

GENERAL INFORMATION

Have you ever been in the military service? Yes No If yes, give dates: _____

Type of Discharge: _____ Are you a Vietnam Veteran? Yes No

Have you ever been bonded? Yes No If yes, explain: _____

HAVE YOU EVER: Been convicted of a crime or plead guilty to a crime? Yes No
 If yes, please explain below. A conviction or guilty plea will not necessarily bar employment, but may be considered insofar as it relates to the fitness to perform a particular job.

DATE (Mo. & Yr.)	Identify Law Enforcement Agency Involved Name of Agency – City and State	What were you charged with?	SENTENCE RECEIVED

Education	Name & Location of School	No. Years	Graduate?	Courses/Degrees
Elementary School			<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	
Trade, Business or other Training			<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	

Special Skills or Aptitudes: _____

I promise that the information I gave on this application is true and complete to the best of my knowledge. I understand that the Company may refuse to hire me or, if I am hired, may discharge me if I gave false information or if I failed to give complete information.

I authorize each person, school employer or employment reference identified in this application to provide the Company with any information that the Company may request. I hereby release all such persons or entities from any liability and from any damages that may result from furnishing such information to the company. (If you checked "No" in response to the question whether the Company could contact your present employer, the Company will not contact your present employer).

I understand that, if I am hired, the Company may terminate my employment at any time with or without cause and with or without prior notice. I understand that, except by written agreement signed by the President of the Company, no manager, supervisor, employee or other company representative has any authority to promise employment for a particular length of time or to make any other promises or representations about my future employment with the Company.

Date _____ SIGNATURE _____

– DO NOT WRITE BELOW THIS LINE –

Comments: _____

Interviewed by: _____ Dept. _____ Job Title: _____ Rate of Pay _____

Approved By: _____