

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Address _____
Street City State

Phone No. _____ SSN: _____ Referred by _____

GENERAL

U.S. Military or
Naval Service _____ Rank _____

U.S. Citizen ☐ Yes ☐ No

If no, are you legally allowed to work
in the U. S.? ☐ Yes ☐ No

If yes, how long? _____

What date are you available for employment? _____

Are you presently on layoff or leave of absence from any other company? ☐ Yes ☐ No

EDUCATION

| Type of School | Name & Address of School | Major(s) or Course | Circle Last Year Completed | Graduate? | Degree(s) | Cum GPA Scale (ie) 4.0 5.0 | Still Attending? | Last Year Attended |
|--|--------------------------|--------------------|----------------------------|---|-----------|----------------------------|------------------|--------------------|
| Elementary | | | 5 6 7 8 | <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | |
| High School | | | 1 2 3 4 | <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | |
| College | | | 1 2 3 4 | <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | |
| Business or Trade School | | | 1 2 3 4 | <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | |
| Other job-related educational institutions | | | 1 2 3 4 | <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | |

(continued on reverse side)

EMPLOYMENT HISTORY (List below current and previous employers, starting with current or latest employer first.)

| <u>Date</u> Month & Year | <u>Employer Name, Address and Phone</u> | <u>Salary</u> | <u>Position</u> | <u>Reason for Leaving</u> |
|-----------------------------|---|---------------|-----------------|---------------------------|
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |

REFERENCES

List below the names of three persons, not related to you, whom you have known at least one year.

| <u>Name</u> | <u>Address</u> | <u>Business</u> | <u>Years Known</u> |
|-------------|----------------|-----------------|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

As an applicant for employment, I understand the following:

- All information is subject to verification.
- Any misrepresentation or falsification of information requested here will be cause for rejection of this application or for subsequent discipline up to and including my dismissal from employment.
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by the safety and health rules and regulations of the company.
- My employment is not guaranteed for any term, and that my employment may be terminated by the company or myself for any reason.
- No management official is authorized to make any oral assurance or promise of continued employment.
- I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information.
- I agree to submit to any lawful drug testing that may be required as a condition of employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.
- I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or, if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.

Date

Signature

This company will not discriminate against any employee or applicant for employment because of age, religion, sex, race, color, National origin, disability, non-job-related handicap, or because they are a disabled veteran or Vietnam era veteran. Answers to application questions will be utilized for applicable, job-related information only.