



Application for Employment

Date: _____

Position applied for: _____

How were you referred to us: _____

APPLICANT DATA:

Full Name: _____ SSN: ____-____-____
LAST FIRST MI

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Mobile/Beeper/Other Phone: _____ E-Mail Address: _____

Date available to start: _____ Desired Salary: _____

If you are under 18 and we require a work permit, can you furnish one? ____ Yes ____ No

If no, please explain: _____

Have you ever worked for this company? ____ Yes ____ No If yes, when? _____

Type of employment desired: ____ Full-time ____ Part Time ____ Temporary ____ Seasonal

Have you ever been fired or terminated by a previous employer? ____ Yes ____ No

If yes, give dates and details: _____

Answering yes to these questions does not constitute an automatic rejection to employment..

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? ____ Yes ____ No

If yes, give dates and details: _____

Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be consideration..

Driver's license number if applicable to position: _____ State: _____

EDUCATION:

High School: _____ Address: _____

of Years Completed: _____ Did you graduate? ____ Yes ____ No Degree: _____

College/University _____ Address: _____

of Years Completed: _____ Did you graduate? ____ Yes ____ No Degree: _____

Major: _____ GPA: _____ Class Rank: _____

Other _____ Address: _____

of Years Completed: _____ Did you graduate? ____ Yes ____ No Degree: _____

Major: _____ GPA: _____ Class Rank: _____

SKILLS:

____ Word Processing ____ Spread Sheet/Data Base ____ Other Skills

____ Word ____ Excel ____ 10 key

____ Word Perfect ____ Access ____ E-mail

____ PC/Mac ____ Lotus ____ Internet

Others not listed above: _____

PREVIOUS EMPLOYMENT (begin with most recent position)

Dates of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____

Firm: _____ Address: _____

Phone: (____) _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Title: _____ Ending Title: _____

Reason for Leaving: _____

May we contact this employer for reference? ____ Yes ____ No

Dates of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____

Firm: _____ Address: _____

Phone: (____) _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Title: _____ Ending Title: _____

Reason for Leaving: _____

May we contact this employer for reference? ____ Yes ____ No

Dates of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____

Firm: _____ Address: _____

Phone: (____) _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Title: _____ Ending Title: _____

Reason for Leaving: _____

May we contact this employer for reference? ____ Yes ____ No

REFERENCES:

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____

For Office Use Only: Applicant – do not write below.

- No Position available
- Not Interviewed
- Interviewed
- Not Qualified
- Offer Extended and Refused
- With Whom: _____
- Hired – Start Date _____
- Date: _____

Comments: _____