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APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

LEGAL NAME PREFERRED NAME

LAST FIRST MIDDLE

EMAIL ADDRESS PHONE #

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO

PRE-EMPLOYMENT QUESTIONS

ARE YOU LEGALLY QUALIFIED TO BE EMPLOYED IN THE US? YES NO

DESIRED POSITION REFERRED BY

WHY DO YOU WANT THIS POSITION?

SKILLS RELATED TO THIS POSITION

YEARS OF RELATED EXPERIENCE

DATE YOU CAN START SALARY DESIRED

EVER BEEN EMPLOYED BY OR APPLIED TO THIS COMPANY BEFORE? IF SO, WHEN?

DESCRIBE YOURSELF IN 5 WORDS

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	GRADUATE/ DEGREES	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

ACTIVITIES: (CIVIC, ATHLETIC, VOLUNTEER WORK ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR
NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN
NATIONAL GUARD OF RESERVES

FORMER EMPLOYERS (LIST BELOW THE LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	COMPANY NAME AND ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				

IF STILL EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

WHICH OF THESE JOBS DID YOU LIKE BEST AND WHY?

BUSINESS REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE WORKED FOR.

COMPANY NAME & SUPERVISOR	EMAIL ADDRESS	PHONE #	YEARS ACQUAINTED
1.			
2.			
3.			

PROFESSIONAL REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE WORKED WITH.

NAME	EMAIL ADDRESS	PHONE #	YEARS ACQUAINTED
1.			
2.			
3.			

"I CERTIFY THAT ALL THE 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. 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 OR COMPANY REPRESENTATIVE.

SIGNATURE _____ DATE _____

ALL NEW HIRES - REQUIRED TO PROVIDE A DRIVING ABSTRACT AND TAKE A PRE-EMPLOYMENT DRUG TEST.