APPLICATION FOR EMPLOYMENT

Please complete pages 1-4 and print all information requested except signature. Applicants may be tested for illegal drugs.

_____
Date

_____ _____ _____ _____
First Name   Last Name   Middle Initial   Maiden Name

_____ _____ _____ _____
Present Address   City   State   Zip

_____ If less than 3 years, please list previous address, city, state, and zip.
How long at this address?

_____ ___ _____ - _____ ___ _____ - _____ ___ _____ - _____
If under 18, please list age.   Home Phone   Cell Phone   Social Security No.

Position applied for   (1) _____   Days/hours available to work:

and salary desired   (2) _____   No Pref _____   Thur _____

(be specific)   Mon _____   Fri _____

                                                        Tue _____   Sat _____

                                                        Wed _____   Sun _____

How many hours can you work weekly? _____   Employment   ☐ Full-time only
                                                    desired:
Can you work nights? _____   ☐ Part-time only

When are you available for work? _____   ☐ Full- or Part-time

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School				
College				
Business or Trade School				
Professional School				

Have you ever been convicted of a crime?   ☐ Yes   ☐ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

_____

_____

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Do you have a driver's license? ☐ Yes ☐ No

What is your means of transporation to work? _____

_____	_____	_____
Driver's License No.	State of Issue	Expiration Date

☐ Operator ☐ Commercial (CDL) ☐ Chauffeur

Have you had any accidents during the past three years? ☐ Yes ☐ No How many? _____

Have you had any moving violations during the past three years? ☐ Yes ☐ No How many? _____

OFFICE ONLY

Typing: ☐ Yes WPM: _____ ☐ No

10-Key: ☐ Yes ☐ No

Word Processing: ☐ Yes WPM: _____ ☐ No

Personal Computer: ☐ Yes ☐ PC ☐ Mac ☐ No

Other Skills: _____

_____

_____

Please list two references other than relatives or previous employers.

_____	_____
Name	Name
_____	_____
Position	Position
_____	_____
Company	Company
_____	_____
Address	Address
_____	_____
_____ – _____ – _____	_____ – _____ – _____
Telephone	Telephone

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. _____

_____

_____

_____

APPLICATION FOR EMPLOYMENT

MILITARY

Have you ever been in the Armed Forces?   ☐ Yes   ☐ No

Are you now a member of the National Guard?   ☐ Yes   ☐ No

_____
Specialty

_____   _____
Date Entered   Discharge Date

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

WORK EXPERIENCE		
_____ Name of Employer _____ Address _____ _____ – _____ – _____ Telephone	**Name of Last Supervisor**	**Employment Dates**	**Pay or Salary**

Name of Last Supervisor | Employment Dates | Pay or Salary

From_____   Start _____
To _____   Final _____

Your last job title:

Reason for leaving (be specific): _____
_____

List the jobs you held, duties performed, skills used or learned, or advancements or promotions earned while you worked at this company. _____
_____
_____
_____

	Name of Last Supervisor	Employment Dates	Pay or Salary

_____
Name of Employer

_____
Address

_____

_____ – _____ – _____
Telephone

From_____   Start _____
To _____   Final _____

Your last job title:

Reason for leaving (be specific): _____
_____

List the jobs you held, duties performed, skills used or learned, or advancements or promotions earned while you worked at this company. _____
_____
_____
_____

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WORK EXPERIENCE		

_____
Name of Employer

_____
Address

_____

_____ – _____ – _____
Telephone

Name of Last Supervisor	Employment Dates	Pay or Salary
	From_____	Start _____
	To _____	Final _____

Your last job title:

Reason for leaving (be specific): _____
_____

List the jobs you held, duties performed, skills used or learned, or advancements or promotions earned while you worked at this company. _____
_____
_____
_____

_____
Name of Employer

_____
Address

_____

_____ – _____ – _____
Telephone

Name of Last Supervisor	Employment Dates	Pay or Salary
	From_____	Start _____
	To _____	Final _____

Your last job title:

Reason for leaving (be specific): _____
_____

List the jobs you held, duties performed, skills used or learned, or advancements or promotions earned while you worked at this company. _____
_____
_____
_____

May we contact your present employer?   ☐ Yes   ☐ No

Did you complete this application yourself?   ☐ Yes   ☐ No

If not, who did? _____