



Application For Employment

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

page 1 of 3

Personal Information:

Date: _____

Name: (Last, First, Middle) _____

Present Address: (Street, City, State, Zip) _____

Permanent Address: (If different) _____

Phone Number: (____) _____ Social Security #: _____

Name and relationship of any relatives in our employ: _____

Referred By: _____

Employment Desired:

Position: _____

Date you can start: _____ Salary Desired: _____

Are you employed now? Yes No May we contact your employer? Yes No

Have you ever applied to this company before? Yes No When? _____

How did you learn of this opening? _____

Education:

SCHOOL	NAME & LOCATION	GRADUATED YES / NO	MAJOR	DIPLOMA / DEGREE
High School			N/A	
College/Univ.				
Other (specify)				



Application For Employment
 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Other Information:

Subjects of special study: _____

Special training: _____

Activities: (civic, athletic, etc.) _____

Exclude organizations, the name or character of which indicates the race, creed, sex, marital status, age, color or national origin of its members.

Former Employers: List the last four employers, starting with the present or most recent.

	DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
1.	FROM:		\$		
	TO:		PER		
2.	FROM:		\$		
	TO:		PER:		
3.	FROM:		\$		
	TO:		PER:		
4.	FROM:		\$		
	TO:		PER:		



Application For Employment

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

page 3 of 3

References: Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	BUSINESS	YEARS KNOWN
1.			
2.			
3.			

In case of emergency, notify: _____

Address: _____ Phone Number: (____) _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without any previous notice.

Signed: _____ **Date:** _____

APPLICANT - DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks: _____

Neatness: _____

Ability: _____

Hired: _____ Dept.: _____ Position: _____

Start Date: _____ Salary: _____

Manager Approval: _____