

## Application for Employment

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Last name First MI	Date Available:	Salary desired:
Street address	Type(s) of work/position desired	Social Security Number
City State Zip	Home telephone	Work telephone
Email Address		

### Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

<b>Last or present employer:</b> <b>Address:</b> <b>Dates worked:</b> From: _____ To: _____	<b>Job Title/Responsibilities</b>
Supervisors name:	Phone number:
Starting salary:	Ending salary:
Reason for leaving:	<b>May we contact your present employer? Yes</b> <b>No, reason:</b>
<b>Last or present employer:</b> <b>Address:</b> <b>Dates worked:</b> From: _____ To: _____	<b>Job Title:</b>
Address:	Brief description of job duties
Supervisors name:	Phone number:
Starting salary:	Ending salary:
Reason for leaving:	<b>May we contact this employer? Yes</b> <b>No, reason:</b>
<b>Last or present employer:</b> <b>Address:</b> <b>Dates worked:</b> From: _____ To: _____	<b>Job Title/Responsibilities</b>
Supervisors name:	Phone number:
Starting salary:	Ending salary:
Reason for leaving:	<b>May we contact this employer? Yes</b> <b>No, reason:</b>

### Special Skills

Typing Yes Words per minute: No	Computer skills Hardware Software Programs:
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### Specific knowledge or skills related to the position you are applying for

**Educational History**

School name	Location (city, state)	Major course or subject	Dates attended		Graduated Yes / No	Degree
			From	To		
High School						
Technical/trade						
College (list all attended)						
Other education/training						

**Outside Activities** (Exclude those indicating race, color, religion, sex, national origin, age, or handicap)

Professional memberships, certificates, or licenses held  
 Past and present civic or cultural activities -- include office held  
 Principal hobbies

**Military Record**

Branch of service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Present military affiliation:  
 None    Reserve (active)    Reserve (inactive)  
 Kinds of training and duty while in service:

**Professional References**-Please give at least two references that are not related to you

Name	Title/relationship	Address (street, city, zip code)	Phone no. (include area code)	Occupation

**EMERGENCY CONTACT**- Must be filled out prior to date of hire

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS, CITY, STATE AND ZIP: \_\_\_\_\_  
 PHONE HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

I hereby certify that the answer and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

**Applicant Signature and Date**

If any of your educational or employment records are under other than the above name, please provide other names:

\_\_\_\_\_

Internal purposes only:

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Date of interview: \_\_\_\_\_ By: \_\_\_\_\_ Salary: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Photo ID confirmed with Applicant: ? Yes No