

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone
City, State, Zip			Business Telephone
Have you ever applied for employment with us? Yes__ No__ If Yes, month/year and Location			Social Security #
Position Desired			Pay Expected
Apart from absence for religious, observance, are you available for full-time work? If not, what hours can you work?			Will you work overtime if asked?
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Have you ever been convicted of a crime in the past 10 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? If yes, describe in full.			
Other Special training or skills (language, machine operation, etc....)			

EDUCATION

School	Name and Location of school	Course of Study	# Of years	Did you Graduate?	Degree or Diploma
Graduate					
College					
Business/Trade/Technical					
High School					
Elementary					

EMPLOYMENT

(Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.)

1.	
Company Name	Telephone ()
Address	Employed- (Month and Year) From To
Name of Supervisor	Reason for Leaving
State Job Title and Describe your work	
2.	
Company Name	Telephone ()
Address	Employed- (Month and Year) From To
Name of Supervisor	Reason for Leaving
State Job Title and Describe your work	
3.	
Company Name	Telephone ()
Address	Employed- (Month and Year) From To
Name of Supervisor	Reason for Leaving
State Job Title and Describe your work	

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number (s) _____ Reason _____

SIGNATURE

The information provided in the Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage on investigative consumer reporting agency to report on my credit and personal history. I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature

REFERENCE CHECK

Employer	Person Contacted and Number	Results
1.		
2.		
3.		
4.		

TEST RESULTS

Test Administered	Raw Score	Rating	Analysis and Comments

INTERVIEWER RESULTS

Interviewer Name and Comments
