

APPLICANT: Do not write on this page. (For Office Use Only)



Interview Results

Interviewer	Date	Comments

Reference Check

Employer/ Reference	Date	Comments

Recommendation

Refer for hiring Yes No

If no,
Reason why? _____

If yes,
Rate of Pay _____ Date of Hire _____

Authorized Signature _____ Date _____

Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application.

PLEASE PRINT _____

Name: _____

Social Security #: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Position applied for: _____

Expected pay: _____

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed with us before? Yes No

(If yes, on what dates? _____)

Are you of legal age to work? Yes No

Special training or skills that would be of benefit in the job for which you are applying: (languages, machine operation, etc.)

Are you legally eligible for employment in the United States? Yes No

(If yes, proof is required)

For Office Use Only

Employee # _____

Hire Date _____

Position _____

Rate _____

Status _____

Notes _____

Attachments

- Resume
- Certificates/Awards
- Interview Results
- Reference Check
- Recommendations
- Other _____

Employment Experience

Please place an "X" next to the employer(s) you do not wish us to contact. List your most recent employer first.

1. Employer: _____
 Address: _____
Phone: () _____
Job Title: _____ Supervisor: _____
Hourly Rate/Salary: Starting _____ Ending _____ Dates Employed: From _____ To _____
Work Performed: _____
Reason for leaving: _____

2. Employer: _____
 Address: _____
Phone: () _____
Job Title: _____ Supervisor: _____
Hourly Rate/Salary: Starting _____ Ending _____ Dates Employed: From _____ To _____
Work Performed: _____
Reason for leaving: _____

3. Employer: _____
 Address: _____
Phone: () _____
Job Title: _____ Supervisor: _____
Hourly Rate/Salary: Starting _____ Ending _____ Dates Employed: From _____ To _____
Work Performed: _____
Reason for leaving: _____

Educational Background

Grammar School _____
Name of School: _____ Location: _____

Course of Study: _____ Did you graduate? Yes No Degree/Diploma _____ Date _____

High School _____
Name of School: _____ Location: _____

Course of Study: _____ Did you graduate? Yes No Degree/Diploma _____ Date _____

College _____
Name of School: _____ Location: _____

Course of Study: _____ Did you graduate? Yes No Degree/Diploma _____ Date _____

Graduate School _____
Name of School: _____ Location: _____

Course of Study: _____ Did you graduate? Yes No Degree/Diploma _____ Date _____

Vocational Training/Other _____
Name of School: _____ Location: _____

Course of Study: _____ Did you graduate? Yes No Degree/Diploma _____ Date _____

General _____
Subjects of Special Study or Research Work: _____

Special Skills: _____

Activities/Organizations: _____

U.S. Military Service: _____ Rank: _____ Present Membership Nat'l. Guard/Reserves: _____

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, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. 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. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Applicant's Signature: _____ Date: _____