



Application For Employment

(An Equal Opportunity Employer)

Date: _____

I. Personal Data

Name _____ (Last) _____ (First) _____ (Middle Initial) _____

Job Interest: _____

Address _____

Wage Desired: _____

Availability: Full Time ☐

City _____ State _____ Zip code _____

Temporary ☐ From _____ To _____

Phone Number _____ Social Security# _____

Part Time ☐ From _____ To _____

Are you 21 or older? No _____ Yes _____

Ever convicted for other than traffic violations? No _____ Yes _____ Explain _____

Have you ever been involved in a shortage or misunderstanding with respect to funds, merchandise or inventory, etc?

No _____ Yes _____ Explain _____

II. Education

High School attended _____ City _____ State _____

Circle last year attended 9 10 11 12 Graduated No _____ Yes _____ Year _____

Area of emphasis _____ Grade average achieved _____

Colleges attended _____ City _____ State _____

_____ City _____ State _____

Circle last year attended I II III IV Grade average _____ Major _____ Minor _____

Graduated No _____ Yes _____ Year of Graduation _____ Other schools or special training _____

Are you enrolled in any courses at present? No _____ Yes _____ Specialization _____

Activities, Special Achievements, Community or College Honors _____

III. Employment Record

List any skills you have. Indicate number of years practical experience and period of training, if any (i.e. welding, drafting, accounting, etc.) If shorthand and/or typing indicate speed.

Skill	Yrs. Exp.	Mo. Trg.	Skill	Yrs. Exp.	Mo. Trg.

Name friends or relatives working here _____

III. Employment Record (continued)

List employment beginning with your present or last job. (Please include United States Military Service.)

May we contact present employer No _____ Yes _____ Former employer No _____ Yes _____

Company, Address, Phone, Supervisor	Wage	Dates Employed	Describe Duties	Reason For Leaving

IV. Character References

Name three persons not related to you who are acquainted with your character, habits, and achievements.

Name	Address	City	State	Phone	Occupation

V. Please write your goals (short and long term)

Except where otherwise indicated, I hereby authorize the companies or persons named in this application to furnish any true information regarding myself or my employment whether or not it is on their records, personal or otherwise, releasing said companies or persons from liability for any damages whatsoever for issuing this information.

I hereby certify that all the answers in this questionnaire are true and correct to the best of my knowledge and belief, it being understood that any material false statements or omissions of facts in this application will be sufficient cause for discharge.

Signature of Applicant

Date