

# Application For Employment

*Please Print*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, disability, religion, national origin, or any other characteristic prohibited by law.

Position: \_\_\_\_\_ Date: \_\_\_\_\_

## I. Personal Information

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Name: \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address (If different than above)

Telephone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_ Drivers License No. / Issuing State \_\_\_\_\_

## II. Educational History

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	<u>School Name/Location</u>	<u>Course</u>	<u>Year Graduated</u>	<u>Degree/Diploma</u>
Elem/Jr. High	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

## III. References *Other than relatives or former employers.*

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A. \_\_\_\_\_  
Name Years Known Occupation

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

B. \_\_\_\_\_  
Name Years Known Occupation

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

C. \_\_\_\_\_  
Name Years Known Occupation

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

**III. Employment Record** *Please list your last four employers starting with the most recent.*

*Please include all information requested in order that we may verify previous employment and experience.*

A. \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Supervisor \_\_\_\_\_ Address \_\_\_\_\_  
Position Held \_\_\_\_\_ Job Description \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

B. \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Supervisor \_\_\_\_\_ Address \_\_\_\_\_  
Position Held \_\_\_\_\_ Job Description \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

C. \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Supervisor \_\_\_\_\_ Address \_\_\_\_\_  
Position Held \_\_\_\_\_ Job Description \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

D. \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Supervisor \_\_\_\_\_ Address \_\_\_\_\_  
Position Held \_\_\_\_\_ Job Description \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**IV. Special Skills** *Please list any special job related skills and qualifications you may have.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Background Research Release**

*Please read this section carefully and acknowledge your understanding by signing your name below.*

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation on all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules & regulations of the employer and that all employees are employed at will for an indefinite period, employees may resign at any time and the company may terminate employment at any time, for any reason, with or without cause.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, or any other characteristic prohibited by law. We assure you that your opportunity for employment with this Company depends solely on your qualifications.