

Application for Employment

Personal Information

Name (Last,First,Middle)		Social Security No.		
Present Address		City	State	Zip Code
Permanent Address		City	State	Zip Code
Home Phone No.	Cell Phone No.	E-Mail Address		

Employment Desired

Position		Date you can start	Salary Desired	
Are you employed?		Yes? Can we contact your current employer		
Yes	No	Yes	No	

Educational History

	Name & Location of School	Yrs. Attended	Did you graduate?	Subjects Studied
Grammar School				
Middle School				
High School				
College				
Trade/ Business				

General Information

Subjects of special study/research		
Work or special training/skills		
U.S. Military or Naval Service	Rank	Were you honorably discharged?

Employment History

Date Month/Year	Name & Address of former employer starting with last one first	Salary	Position	Reason for leaving
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

References

Name & Address of person, not related to you, you have known at least 5 years	that	Relationship	Years known

Authorization

" I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date: _____ x Signature _____

Do Not Write Below This Line

Interviewed by: _____ Date: _____

Remarks:

Neatness		Character		
Personality		Ability		
Hired	Dept	Position	Reports	Salary