



EMPLOYMENT APPLICATION

We are an equal opportunity employer.
 Nothing in this application form is intended to discriminate
 against any individual on the basis of race, sex,
 religion, ethnic origin, age or handicap status.

OFFICE USE ONLY:	
Date of Hire:	_____
Position:	_____
Salary:	_____
ID#	_____
A/C#	_____
EXCEL:	_____

TODAY'S DATE: _____

PLEASE PRINT CLEARLY:

FIRST NAME _____ LAST NAME _____ MIDDLE _____ SS # _____

CURRENT ADDRESS _____

CITY, STATE, ZIP _____

PERMANENT ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE _____ CELL PHONE _____ Are you 18 years or older? Yes No

Are you either a U.S. Citizen or an Alien authorized to work in the United States? Yes No

EMPLOYMENT DESIRED:

POSITION	DATE YOU CAN START	SALARY DESIRED
_____	_____	_____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

PRESENT EMPLOYER'S NAME AND PHONE: _____

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
Grammar School				
High School				
College				
Graduate School				
Trade, Business or Correspondence School				

GENERAL

Subjects of Special Study or Research Work: _____

US Military or Naval Service _____ Rank _____ Present Membership in National Guard or Reserves Yes No

FORMER EMPLOYERS (List last three employers starting with MOST RECENT first)

DATE MONTH AND YEAR	NAME/ADDRESS/TEL. # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM: TO:				
FROM: TO:				
FROM: TO:				

REFERENCES (Give the names of three persons not related to you whom you have known at least one year)

NAME	ADDRESS	BUSINESS	PHONE NUMBER	YEARS ACQUAINTED

Do you have any limitations that preclude you from performing any work for which you are being considered? Yes No

If yes, what can be done to accommodate your limitation? _____

Have you ever been convicted of a crime? Yes Year _____ No

If yes, please explain: _____

“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 listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the day of payment of my wages and salary, be terminated at any time without prior notice.”

Signature

Date