



Application for Employment

Personal:

Last Name First Middle Date

Street Address Home Telephone

City, State, Zip Business Telephone

Have you ever applied for employment with us? Social Security #

Yes/No If yes: Month and Year _____

Position Desired Pay Expected

Did you ever serve in the U.S. Armed Forces? If "yes," which branch.

Are you legally eligible for employment in the United States? When can you start?

Yes/No

Apart from absence for religious observance, are you available for full time work?

Yes/No If not: what hours can you work? _____

Have you ever been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court?

Yes/No If "yes," please describe in full. _____

Any special training or skills (languages, machine operation, etc.) Any memberships in professional or civic organizations?



Schooling:

School	Name and Location of School	Course of Study	No of years completed	Did you graduate?	Degree or Diploma
Graduate					
College					
Business Trade/Technical					
High School					
Elementary					

Employment History:

1) Company Name

Telephone

Address

Dates Employed

Name of Supervisor

Weekly Salary

Job Title and Nature of Work

Reason for Leaving

2) Company Name

Telephone

Address

Dates Employed

Name of Supervisor

Weekly Salary

Job Title and Nature of Work

Reason for Leaving



3) Company Name

Address

Name of Supervisor

Job Title and Nature of Work

4) Company Name

Address

Name of Supervisor

Job Title and Nature of Work

Telephone

Dates Employed

Weekly Salary

Reason for Leaving

Telephone

Dates Employed

Weekly Salary

Reason for Leaving

References:

Name	Relationship	Address	Telephone
1)			
2)			
3)			
4)			



Applicant's Signature:

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept the terms and conditions in the above statement:

Date

Signature