



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

DATE OF APPLICATION:

NAME: (LAST)		(FIRST)	(MIDDLE)
PRESENT ADDRESS	CITY	STATE	ZIP
PHONE NUMBER: (DAY)	(EVENING)		
PREVIOUS ADDRESS:	CITY:	STATE	FROM: TO:
TYPE OF WORK DESIRED:			
HOURS AVAILABLE TO WORK:		DAYS AVAILABLE TO WORK:	
DATE AVAILABLE TO START WORK:		SALARY REQUIRED: \$	
ARE YOU EMPLOYED NOW?		IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER?	

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO, LIST BRIEF DESCRIPTION.

EDUCATIONAL RECORD

MIDDLE SCHOOL	NAME:	CITY & STATE:	YEARS COMPLETED	YEAR GRADUATED
HIGH SCHOOL	NAME:	CITY & STATE:	YEARS COMPLETED	YEAR GRADUATED
COLLEGE	NAME:	CITY & STATE:	YEARS COMPLETED	YEAR GRADUATED
TRADE SCHOOL	NAME:	CITY & STATE:	YEARS COMPLETED	YEAR GRADUATED
OTHER				

LIST ANY SPECIAL SKILLS WHICH YOU FEEL QUALIFY YOU FOR THE POSITION APPLIED FOR:

LIST ANY MACHINERY OR EQUIPMENT THAT YOU ARE FAMILIAR IN WORKING WITH:

EMPLOYMENT HISTORY

DATE:	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
TO: FROM:				
TO: FROM:				
TO: FROM:				
TO: FROM:				

REFERENCES: List below three persons not related to you, whom you have known at least one year

NAME	ADDRESS	POSITION	YEARS ACQUAINTED
1			
2			
3			

AUTHORIZATION:

I authorize investigation of all statements contained in this application. I understand that misrepresentation of information is immediate cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without cause and without any previous notice.

Date: _____ Signature: _____

In case of Emergency, Notify: _____

Address: _____ Phone #: _____

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Interviewed By: _____ Date: _____

REMARKS:

INS Form 1-9 completed Yes _____ No _____

Hired: _____ For Dept.: _____ Position: _____ To Report: _____

Salary / Wages: _____

Approved By: _____