



# EMPLOYMENT APPLICATION

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis prohibited by law.

## PERSONAL INFORMATION

Cell Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

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

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

Permanent Address \_\_\_\_\_  
Street City State Zip

Are you either a United States citizen or legally entitled to hold employment of the kind for which you are applying in the United States?  Yes  No

Are you at least 18 years of age?  Yes  No

If no can you produce the required documentation allowing you to work?  Yes  No  
(If you are uncertain as to the required documentation, please ask.)

## EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Hours you are available to work \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

## TRAINING BACKGROUND:

Exclude schools and organizations, the name or character of which indicates race, creed, color, or national origin of it's members.

Name and location of school	Circle Last Year Completed	Subjects or Degree(s)
High School _____	1 2 3 4	
College _____	1 2 3 4	
Trade, Business or Correspondence School _____	1 2 3 4	

Describe any previous experience, activities or hobbies related to the position for which you are applying.

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(Continued on other side)

**EMPLOYMENT HISTORY**

Names, Address and Phone of Employer	Date Month & Year	Salary	Position	Reason for Leaving
Present Employer	From			
	To			
May we contact your present employer?				
Next Previous	From			
	To			
Next Previous	From			
	To			
Next Previous	From			
	To			

Please explain any significant gaps between employment.

**REFERENCES:** List below the names of two persons not related to you, who can vouch for your character.

Name	Home Address and Home Phone	Business or Occupation and Business Phone	Years Acquainted
1			
2			

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is 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 any previous notice and further understanding and agree, that if employed in a position that has access to trade secrets, I may be required to sign a confidentiality agreement

Date \_\_\_\_\_ Signature \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS:

Hired \_\_\_\_\_ Location \_\_\_\_\_ Position \_\_\_\_\_ Will Report \_\_\_\_\_ Salary  
Wages \_\_\_\_\_