



APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

PERSONAL INFORMATION

First Name Middle Initial Last Name

Current Address:

Street and Apt. # City State Zip Code

Permanent Address (if different from above):

Street and Apt. # City State Zip Code

Telephone: E-mail:

Social Security #: Drivers License #: State:

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: YES NO

If applicable, please list your visa type, visa # and expiration:

Have you ever been convicted of a felony? YES NO

If you answered yes, please explain:

POSITION INFORMATION

POSITION APPLYING FOR:

Position Specifications

How did you hear about this job?

What hours are you willing to work?

Would you be able to work weekends? YES NO

Are you willing to travel for the job? YES NO

When would you be able to start?

Desired Salary: per

Skills

Please describe any skills you have in the following areas:

Computer:

Languages Spoken (other than English):

Other:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Present or Most Recent Employer:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact?  YES  NO  
Name Title  
Reasons for Leaving: \_\_\_\_\_

**Prior Employer:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact?  YES  NO  
Name Title  
Reasons for Leaving: \_\_\_\_\_

**Prior Employer:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact?  YES  NO  
Name Title  
Reasons for Leaving: \_\_\_\_\_

**EDUCATION**

**High School**

Name and Address

Did You Graduate?  YES  NO Attended from: \_\_\_\_\_ to \_\_\_\_\_  
If you did not graduate, did you receive your GED?  YES  NO  
Special honors or awards: \_\_\_\_\_

**College or University**

Name and Address

Did You Graduate?  YES  NO Attended from: \_\_\_\_\_ to \_\_\_\_\_  
Degree: \_\_\_\_\_ Major: \_\_\_\_\_  
Special honors or awards: \_\_\_\_\_

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will", which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

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