

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 or national origin.

PERSONAL INFORMATION

Name		Date	Social Security Number	
Last	First		Middle	
Present Address				
Street		City	State	Zip
Permanent Address				
Street		City	State	Zip
Phone No.				
Referred By				

Last

First

Middle

EMPLOYMENT DESIRED

Position	Date You Can Start	Salary Desired
Are You Employed Now?	If So May We Inquire of Your Present Employer?	
Ever Applied to this Company Before?	Where	When

EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Subjects of Special Study or Research Work

Activities Other Than Religious (Civic, Athletic, etc.)

EXCLUDE ORGANIZATIONS THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, AGE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

FORMER EMPLOYERS List Below Last Four Employers, Starting With Last One First

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

	Name	Address	Business	Years Acquainted
1				
2				
3				

PHYSICAL RECORD:

Do you have any physical condition which may limit your ability to perform the job applied for?

This question is voluntary, and any answers will be kept confidential.

In Case of
Emergency Notify

Name

Address

Phone No.

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.

Date

Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By

Date

REMARKS:

Neatness

Ability

Hired

For Dept.

Position

Will Report

Salary
Wages

Approved: 1.

2.

3:

Employment Manager

Dept. Head

General Manager