



Application for Employment

PERSONAL INFORMATION			DATE	
NAME (LAST NAME FIRST)			SOCIAL SECURITY NUMBER	
PRESENT ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER ()		ALTERNATE PHONE NUMBER ()		
REFERRED BY				

EMPLOYMENT DESIRED			
POSITION	DATE YOU CAN START		SALARY DESIRED
ARE YOU CURRENTLY EMPLOYED?	YES NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	YES NO
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?	YES NO	WHERE?	WHEN?

EDUCATION HISTORY					
NAME & LOCATION OF SCHOOL		YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED	
GRAMMAR SCHOOL					
HIGH SCHOOL					
COLLEGE					
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL					

GENERAL INFORMATION		
SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS		
U.S. MILITARY OR NAVAL SERVICE	RANK	CURRENTLY IN RESERVES?

FORMER EMPLOYERS
(LIST BELOW LAST THREE EMPLOYERS STARTING WITH MOST RECENT)

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

REFERENCES

(LIST THE NAMES OF THREE PEOPLE BELOW WHOM YOU HAVE KNOWN AT LEAST ONE YEAR AND ARE NOT RELATED)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing unless it is in writing and signed by an authorized company representative."

SIGNATURE _____

DATE _____

INTERVIEWED BY _____

DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPARTMENT	POSITION	CAN START	WAGES

Approved:

1 _____
President

2 _____
Department Head

3 _____
General Manager