

Date Prepared: _____

APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper. PLEASE PRINT OR TYPE ALL INFORMATION!

PERSONAL INFORMATION						
Name _____			Social Security No. _____			
Last	First	Middle Initial				
Present address _____				Home phone (____) _____		
No.	Street	City	State	Zip		
How long have you lived at above address? _____			How long did you live there? _____			
Previous address _____						
No.	Street	City	State	Zip		
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, employment is subject to verification that you are of minimum legal age.						
What languages can you read, speak and write fluently? _____						
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No						
EMPLOYMENT INFORMATION						
Position applying for _____			Date available for work _____			
What salary/hourly rate do you expect? _____						
Type of employment : <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary						
What days and hours if part time? Days _____ Hours _____						
		From	() AM	() PM	To	() AM () PM
Have you ever applied for a job with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you ever worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you ever been refused bond? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state reason and date _____						
Have you ever been convicted of any crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, state date, court and place where offense occurred _____						
Have you ever been discharged or requested to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, explain _____						
Does your present employer know of your plans to change employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Why do you desire to make a change? _____						
Have you ever held a position of trust (handling money or confidential material)? <input type="checkbox"/> Yes <input type="checkbox"/> No						
How much time have you lost from work during this past year? _____						
Would you have steady transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you have any personal responsibilities or problems that may affect your daily attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, explain _____						
Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____						
EDUCATION INFORMATION						
Schooling	Years Completed	Degree Rec. and Major Sub.	Name of School	Location	Did You Graduate?	
Grammar or High School						
Trade Bus. or Correspondence						
College						
Graduate School or Seminary						
Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying?						

PRIOR WORK RECORD (Start with most recent or present employer)

1	Name of Most Recent Employer _____ Telephone No. _____
	Address _____
	Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
	Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
	Describe Your Duties _____
	Reason For Leaving _____
2	Name of Employer _____ Telephone No. _____
	Address _____
	Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
	Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
	Describe Your Duties _____
	Reason For Leaving _____
3	Name of Employer _____ Telephone No. _____
	Address _____
	Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
	Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
	Describe Your Duties _____
	Reason For Leaving _____

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact _____

PERSONAL REFERENCES

(Do not list relatives or previous supervisors)

Name _____	Phone No. _____	Years known _____	Occupation _____
Name _____	Phone No. _____	Years known _____	Occupation _____
Name _____	Phone No. _____	Years known _____	Occupation _____

APPLICANT'S STATEMENT - READ CAREFULLY!

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use on any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant _____

Date _____

NOTE If this application is returned by mail, please address it to: "Attn. Human Resources" and mark the envelope "Personal and Confidential".