



# APPLICATION FOR EMPLOYMENT

Social Security Number

## PERSONAL INFORMATION

### NAME

Social Security Number		
First	Middle Initial	Last

### ADDRESS

Street	City	State	Zip

Are you 18 yrs or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone	Do you currently have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Driver's License #:

## DESIRED EMPLOYMENT

Position	Date You Can Start	Salary Desired

Are you employed now?  Yes  No  If so, may we contact your present employer?  
Yes  No

Reason for Leaving	Name of Supervisor

Who referred you to this company?  
\_\_\_\_\_ Employment Agency \_\_\_\_\_ Newspaper Advertising \_\_\_\_\_ Friend  
\_\_\_\_\_ Website \_\_\_\_\_ Walk-In  
\_\_\_\_\_ Other Please explain: \_\_\_\_\_

## EDUCATION

School Level	Location of School	Did you Graduate?	Subjects Studied
High School			

College			

Trade or Business School			

## REFERENCES

Please give the names of three persons you are not related to, whom you have known for at least one year.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

**WORK EXPERIENCE**

List previous employers, starting with most recent.

Please attach additional sheet, if necessary.

From	To	Company Name	Job Title	
Company Address			Starting Salary	Final Salary

**Job Duties**


**Reason for Leaving**

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From	To	Company Name	Job Title	
Company Address			Starting Salary	Final Salary

**Job Duties**


**Reason for Leaving**

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From	To	Company Name	Job Title	
Company Address			Starting Salary	Final Salary

**Job Duties**


**Reason for Leaving**

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**GENERAL**

<b>Special Skills</b>
<b>Special Training</b>
<b>Special Studies or Research Work</b>

**SERVICE RECORD**

<b>Branch of Service</b>	<b>Discharge Date</b>
	<b>Rank</b>

**Would you be willing to submit to a drug screening?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you ever been convicted of a felony?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please explain:**

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**AUTHORIZATION**

"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."

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

<b>Interviewed By</b>	<b>Date</b>
<b>Comments:</b>	

<b>Interviewed By</b>	<b>Date</b>
<b>Comments:</b>	

<b>Interviewed By</b>	<b>Date</b>
<b>Comments:</b>	

<b>Hired (Date) for Dept.</b>		<b>For Position</b>	
<b>Salary Wages</b>		<b>Will Report</b>	
<b>Approved</b> 1	<b>Project Manager</b>	<b>Date</b>	
<b>Approved</b> 2	<b>Human Resources Manager</b>	<b>Date</b>	
<b>Approved</b> 3	<b>President</b>	<b>Date</b>	