

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION																			
Last Name						First				M.I.		Date							
Street Address									Apartment/Unit #										
City						State				ZIP									
Phone (s)						E-mail Address													
Date Available				Last four digits of SSN		XXX – XX–		Desired Salary		\$									
Position Applied for																			
Are you a citizen of the United States?			YES ☐		NO ☐		If no, are you authorized to work in the U.S.?			YES ☐		NO ☐							
Have you ever worked for this company?			YES ☐		NO ☐		If so, when?												
Are you employed now?			YES ☐		NO ☐		If so, may we contact your employer?			YES ☐		NO ☐							
Type of Employment												Full-time ☐		Part-time ☐		Summer ☐		Temporary ☐	
EDUCATION AND OFFICE SKILLS																			
High School						Address													
From			To		Did you graduate?		YES ☐		NO ☐										
College or Trade School						Address													
From			To		Did you graduate?		YES ☐		NO ☐		Degree								
Years of Typing Experience				Words Per Minute				Other Office Equipment Used		Printer ☐ Copier ☐ Fax ☐ Scanner ☐ Calculator ☐									
Computer Software and Hardware Experience																			
EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)																			
Company								Phone											
Address								Name and Position of Supervisor											
Job Title						Starting Salary		\$		Ending Salary		\$							
Responsibilities																			
From			To		Reason for Leaving														
May we contact your previous supervisor for a reference?							YES ☐		NO ☐										

EMPLOYMENT HISTORY (CONTINUED)									
Company						Phone			
Address						Name and Position of Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES ☐		NO ☐			
Company						Phone			
Address						Name and Position of Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES ☐		NO ☐			
Company						Phone			
Address						Name and Position of Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES ☐		NO ☐			
MILITARY SERVICE									
Branch						From		To	
Rank at Discharge						Type of Discharge			
If other than honorable, explain									
DISCLAIMER AND SIGNATURE									
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.									
Signature						Date			