|  |
| --- |
| **APPLICATION FOR EMPLOYMENT** |

Prospective employees will receive consideration without discrimination based on race, creed, color, sex,

age, national origin, handicap, veteran status or any condition prescribed by state or local law.

|  |  |  |
| --- | --- | --- |
| **P**  **E R S O N A L** | Last Name First Middle | Date |
| Street Address | Home Telephone  ( ) |
| City, State, Zip | Business Telephone  ( ) |
| Have you ever applied for employment with us?   Yes  No If yes: Month and Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Social Security # |
| Position Desired | Pay Expected |
| Apart from absence for religious observance, are you available for full time work?   Yes  No If not, what hours can you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Will you work overtime if asked?   Yes  No |
| Are you legally eligible for employment in the United States? | When will you be available  to begin work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have you been convicted of any crimes in the past ten years, excluding misdemeanors and  summary offenses, which have not been annulled, expunged or sealed by a court?   Yes  No If “Yes”, describe in full. | Have you ever been bonded?   Yes  No    If “Yes”, with what employers? |
| Other special training or skills (languages, machine operation, etc.) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **E**  **D**  **U**  **C**  **A**  **T**  **I**  **O**  **N** | **School** | **Name and Location of School** | **Course of Study** | **No. of Years**  **Completed** | **Did you Graduate?** | **Degree or**  **Dipolma** |
| Graduate |  |  |  |  Yes   No |  |
| College |  |  |  |  Yes   No |  |
| High School |  |  |  |  Yes   No |  |
| Elementary |  |  |  |  Yes   No |  |

|  |  |
| --- | --- |
| **EMPLOYMENT** | Please give accurate, complete full-time and part-time employment record. Start with your most recent employer. |

|  |  |  |
| --- | --- | --- |
| **1** | Company Name | Telephone  ( ) |
| Address | Employed – (State month and year)  From To |
| Name of Supervisor | Weekly pay  Start Last |
| State Job Title and Describe Your Work | Reason for leaving |

|  |  |  |
| --- | --- | --- |
| **2** | Company Name | Telephone  ( ) |
| Address | Employed – (State month and year)  From To |
| Name of Supervisor | Weekly pay  Start Last |
| State Job Title and Describe Your Work | Reason for leaving |

|  |  |  |
| --- | --- | --- |
| **3** | Company Name | Telephone  ( ) |
| Address | Employed – (State month and year)  From To |
| Name of Supervisor | Weekly pay  Start Last |
| State Job Title and Describe Your Work | Reason for leaving |

|  |  |  |
| --- | --- | --- |
| **4** | Company Name | Telephone  ( ) |
| Address | Employed – (State month and year)  From To |
| Name of Supervisor | Weekly pay  Start Last |
| State Job Title and Describe Your Work | Reason for leaving |

|  |  |
| --- | --- |
| We may contact the employers listed above unless you indicate those you do not want us to contact. | **DO NOT CONTACT** |
| Employer Number (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Sign Here: | Date: |