



APPLICATION FOR EMPLOYMENT

(Please Print)

POSITION DESIRED:

HOURS YOU CAN WORK:

FROM TO

FULL TIME _____

PART TIME _____

EITHER _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you have a means of private transportation should you be considered for employment in an area lacking in public transportation?
 Yes _____ No _____

Date you can begin work:

Do you know of any restrictions, personal or otherwise, which would restrict the hours you can work? Yes _____ No _____

Salary desired: _____ per hour _____ per week
 _____ annual

If yes, please explain: _____

PERSONAL IDENTIFICATION:

Name				Social Security No.			
Address							
City		State		Zip Code		How Long?	
Phone No.			Emergency Phone No.				
Citizen of the U.S.? Yes _____ No _____		If no, do you have a working visa? Yes _____ No _____					
Are you 18 or over? Yes _____ No _____		If not, how old? _____		Do you have working papers? Yes _____ No _____			

EDUCATION	NAME OF SCHOOL CITY AND STATE	MAJOR COURSE OR SUBJECT	Highest grade completed (Circle)				Did you Graduate?
ELEMENTARY			5	6	7	8	
HIGH SCHOOL			1	2	3	4	
COLLEGE			1	2	3	4	
GRADUATE			1	2	3	4	
PROFESSIONAL			1	2	3	4	
CORRESPONDENCE							

PERSONAL REFERENCES: (Not relatives or previous employers)				
	NAME	ADDRESS	OCCUPATION	PHONE
1				
2				
3				

PREVIOUS EMPLOYMENT RECORD: (starting with your present or last job, list each job held)

Employer			Type of Business	
Address				Phone No.
Starting date		Starting duties		Starting Earnings
Leaving date		Leaving duties		Leaving Earnings
Reason for termination:				
Last immediate supervisor's name & title:				
Employer			Type of Business	
Address				Phone No.
Starting date		Starting duties		Starting Earnings
Leaving date		Leaving duties		Leaving Earnings
Reason for termination:				
Last immediate supervisor's name & title:				
Employer			Type of Business	
Address				Phone No.
Starting date		Starting duties		Starting Earnings
Leaving date		Leaving duties		Leaving Earnings
Reason for termination:				
Last immediate supervisor's name & title:				

MISCELLANEOUS:

Have you ever filed an application with our company? Yes _____ No _____ If yes, approximate date _____

Have you ever been employed by our company in the past? Yes _____ No _____ If yes, approximate date _____

What special skills or qualifications do you possess? _____

What office machines can you operate? _____

APPLICANT'S AGREEMENT:

I hereby represent that each answer to a question herein and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements or information furnished by me will subject me to discharge at any time. I hereby authorize my former employers to give any information regarding my employment with them and in addition to furnish any other

information they may have concerning me.

I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without previous notice, provided such action is not inconsistent with any collective bargaining agreement which may govern the "wages" and "conditions of employment" of the position in which I am employed. I understand the Company reserves the right to unilaterally change or modify "wages" and "conditions of employment" at any time without previous notice, provided such are not subject to collective bargaining.

I hereby volunteer to take a Polygraph Test before starting work and also to take periodic Polygraph Tests whenever requested by my employer. It is further understood that I may be subject to a final Polygraph Examination upon termination.

Signature of Applicant

Date

ALL NOTATIONS ON THE APPLICATION FOR EMPLOYMENT AND ANY DOCUMENTS CONTAINED IN THE PERSONNEL FILE SUCH AS THE POST-EMPLOYMENT QUESTIONNAIRE, EVALUATION FORMS, AND OTHERS, ARE FOR RECORD KEEPING PURPOSES AND SHOULD NOT BE CONSTRUED AS A CONTRACT OF EMPLOYMENT.