



## **APPLICATION FOR EMPLOYMENT**

### PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

are you 18 years old? \_\_\_\_\_

Are you prevented from lawfully becoming  
Employed in this country because of Visa or Immigration status? \_\_\_\_\_

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### EMPLOYMENT DESIRED

Position \_\_\_\_\_

Start Date \_\_\_\_\_

Salary \_\_\_\_\_

Are you employed now? \_\_\_\_\_

May we inquire of your present employer? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_

Where? \_\_\_\_\_

When? \_\_\_\_\_

Referred By \_\_\_\_\_

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### EDUCATION

Grammar School \_\_\_\_\_

No. of Years Attended? \_\_\_\_\_

Address \_\_\_\_\_

Subjects Studied \_\_\_\_\_

City/State/Zip \_\_\_\_\_

did you graduate? \_\_\_\_\_

High School \_\_\_\_\_

No. of Years Attended? \_\_\_\_\_

Address \_\_\_\_\_

Subjects Studied \_\_\_\_\_

City/State/Zip \_\_\_\_\_

did you graduate? \_\_\_\_\_

EDUCATION cont.

College \_\_\_\_\_ No. of Years Attended? \_\_\_\_\_

Address \_\_\_\_\_ Subjects Studied \_\_\_\_\_

City/State/Zip \_\_\_\_\_ did you graduate? \_\_\_\_\_

Trade School \_\_\_\_\_ No. of Years Attended? \_\_\_\_\_

Address \_\_\_\_\_ Subjects Studied \_\_\_\_\_

City/State/Zip \_\_\_\_\_ did you graduate? \_\_\_\_\_

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GENERAL

Subjects of special study or research work \_\_\_\_\_

\_\_\_\_\_

Special Skills \_\_\_\_\_

Activities: (civic, athletic, etc.) \_\_\_\_\_

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U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_

Present Membership in National Guard or Reserves \_\_\_\_\_

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FORMER EMPLOYERS (Start with last one first)

Employer Name \_\_\_\_\_ Dates of employment \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

FORMER EMPLOYERS cont.

Employer Name \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_ Position \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_ Position \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_ Position \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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REFERENCES (Three persons not related to you, whom you have known for at least one year)

Name \_\_\_\_\_ Business \_\_\_\_\_  
Address \_\_\_\_\_ Years acquainted \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_  
Address \_\_\_\_\_ Years acquainted \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

REFERENCES cont.

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Years acquainted \_\_\_\_\_

City/State/Zip \_\_\_\_\_

“ I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.”

Date \_\_\_\_\_ Signature \_\_\_\_\_