

APPLICATION FOR EMPLOYMENT

Employment decisions are made without regard to race, ancestry, color, sex, national origin, religion, marital status, age or non-job related disability.

NAME: _____ DATE: _____

SOCIAL SECURITY #: _____ PHONE: _____

PRESENT ADDRESS _____

STREET CITY STATE ZIP

EMPLOYMENT APPLIED FOR

POSITION _____ DATE AVAILABLE _____ SALARY DESIRED \$ _____

PRESENT EMPLOYER: _____ SUPERVISOR: _____

DRIVING INFORMATION (Complete ONLY if the position you are applying for requires you to drive as a condition of employment.)

DRIVER'S LICENSE NUMBER: _____ ISSUED: ____/____/_____

EVER HAD LICENSE SUSPENDED _____ WHERE _____ WHEN _____ REASON _____

CRIMINAL CONVICTION

Please list any criminal conditions for felonies or misdemeanors sustained within the last 10 years. You will not be automatically excluded from consideration if you have been convicted of a crime. Your suitability for the position sought will be evaluated based upon the circumstances such as the nature of the crime, the frequency of the conviction, the type of work involved, etc. _____

Education

HIGH SCHOOL _____ NUMBER YEARS COMPLETED _____

UNIVERSITY/COLLEGE/TRADE SCHOOL _____ NUMBER OF YEARS COMPLETED _____

MAJOR DEGREE _____ OTHER EDUCATION _____

JOB FUNCTIONS

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB WITH OR WITHOUT AN ACCOMODATION? YES _____ NO _____

FORMER EMPLOYERS (LIST LAST FOUR EMPLOYERS)

Date Name & Address Salary Position Immediate Supervisor Reason for Leaving

From To					
From To					
From To					
From To					

REFERENCES

List two personal references who are not relatives or former supervisors

Name	Address	Phone	Occupation	Years Known
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Name	Address	Phone	Occupation	Years Known
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List two previous supervisors.

Name	Address	Phone	Company	Time Employed
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Name	Address	Phone	Company	Time Employed
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INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date