

APPLICATION FOR EMPLOYMENT

Referred by:

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job related medical conditions or handicaps.

PERSONAL INFORMATION			Application Date:
Last Name:	First Name:	Middle Initial:	Telephone Number:
Present Address:	No. and Street:	City:	State/Zipcode:
Permanent Address:	No. and Street:	City:	State/Zipcode:
If you are not a citizen of the United States, please indicate your authorization to be employed.		Military Service Status	Draft Classification Status

EMPLOYMENT DESIRED		Date You Can Start	Salary Desired
Position Applied for?	Are you currently employed?	If so, may we contact your present employer?	
If you have applied to this company before, please indicate where and when.		If you have relatives employed by this company, please give names.	
If you have ever worked for this company before, please indicate when and position held.		Do you seek full or part-time employment?	Shift or hours preferred
Do you have special skills, experience, or qualifications related to the position(s) applied for?		Do you have any physical limitations that would hinder your performance in the position applied for?	

PREVIOUS EMPLOYMENT	Please explain any gap in employment history below.
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Please List Most Recent Employment First		Name and Location	Position	Salary	Reason for Leaving
1	From				
	To				
2	From				
	To				
3	From				
	To				
4	From				
	To				

EDUCATIONAL HISTORY		Languages Spoken		
SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	Years* Attended	Date* Graduated	SUBJECT STUDIED/MAJORS
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
TRADE, BUSINESS, OR PROFESSIONAL SCHOOL				

PERSONAL REFERENCES Please list 3 non-relatives whom you have known for at least one year.									
	NAME AND ADDRESS		TELEPHONE	RELATIONSHIP — YEARS KNOWN					
1									
2									
3									
In case of emergency NOTIFY: <table border="0" style="width:100%; border:none;"> <tr> <td style="width:25%; border:none;">Name</td> <td style="width:30%; border:none;">Address</td> <td style="width:15%; border:none;">City</td> <td style="width:20%; border:none;">State</td> <td style="width:10%; border:none;">Zipcode</td> </tr> </table>					Name	Address	City	State	Zipcode
Name	Address	City	State	Zipcode					
I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.									
Date: _____ Signature: _____									
<small>*The civil rights act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Some states prohibit discrimination because of age. The age discrimination in employment act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. If this state prohibits the request of any information on this form, this information will not be used to discriminate against possible employment.</small>									

Interviewed by	DO NOT WRITE BELOW THIS LINE			Interview Date
REMARKS				
NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
Hired	Dept.	Position	Reporting Date	Salary/Wages
Approved by	Employment Manager	Dept. Head	General Manager	