APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION

Last Name		First		M.I.		Date	

Street Address			Apartment/Unit #	

City		State		ZIP	

Phone (s)		E-mail Address	

Date Available		Last four digits of SSN	XXX – XX–	Desired Salary	$

Position Applied for	

Are you a citizen of the United States?	YES ☐ NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐
Have you ever worked for this company?	YES ☐ NO ☐	If so, when?		
Are you employed now?	YES ☐ NO ☐	If so, may we contact your employer?	YES ☐	NO ☐

Type of Employment	Full-time ☐	Part-time ☐	Summer ☐	Temporary ☐

EDUCATION AND OFFICE SKILLS

High School		Address	

From		To		Did you graduate?	YES ☐	NO ☐	

College or Trade School		Address	

From		To		Did you graduate?	YES ☐	NO ☐	Degree	

Years of Typing Experience		Words Per Minute		Other Office Equipment Used	Printer ☐ Copier ☐ Fax ☐ Scanner ☐ Calculator ☐

Computer Software and Hardware Experience	

EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)

Company		Phone	

Address		Name and Position of Supervisor	

Job Title		Starting Salary	$	Ending Salary	$

Responsibilities	

From		To		Reason for Leaving	

May we contact your previous supervisor for a reference?	YES ☐	NO ☐	

EMPLOYMENT HISTORY   (CONTINUED)

Company		Phone	
Address		Name and Position of Supervisor	

Job Title		Starting Salary	$	Ending Salary	$

Responsibilities	

From		To		Reason for Leaving	

May we contact your previous supervisor for a reference?　YES ☐　NO ☐

Company		Phone	
Address		Name and Position of Supervisor	

Job Title		Starting Salary	$	Ending Salary	$

Responsibilities	

From		To		Reason for Leaving	

May we contact your previous supervisor for a reference?　YES ☐　NO ☐

Company		Phone	
Address		Name and Position of Supervisor	

Job Title		Starting Salary	$	Ending Salary	$

Responsibilities	

From		To		Reason for Leaving	

May we contact your previous supervisor for a reference?　YES ☐　NO ☐

MILITARY SERVICE

Branch		From		To	
Rank at Discharge		Type of Discharge			
If other than honorable, explain					

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature		Date	