

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 <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| Have you ever worked for this company? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | | | |
| Are you employed now? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, may we contact your employer? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Type of Employment | Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary <input type="checkbox"/> | | | | | | |

EDUCATION AND OFFICE SKILLS

| | | | | | | | |
|---|--|------------------|---------|-----------------------------|--|-----------------------------|--------|
| High School | | | Address | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| College or Trade School | | | | Address | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Years of Typing Experience | | Words Per Minute | | Other Office Equipment Used | Printer <input type="checkbox"/> Copier <input type="checkbox"/> Fax <input type="checkbox"/> Scanner <input type="checkbox"/> Calculator <input type="checkbox"/> | | |
| 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 <input type="checkbox"/> | NO <input type="checkbox"/> | | |

| 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 <input type="checkbox"/> | | NO <input type="checkbox"/> | | | |
| 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 <input type="checkbox"/> | | NO <input type="checkbox"/> | | | |
| 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 <input type="checkbox"/> | | NO <input type="checkbox"/> | | | |
| 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 <input type="checkbox"/> | | NO <input type="checkbox"/> | | | |
| MILITARY SERVICE | | | | | | | | | |
| Branch | | | | | | From | | | |
| Rank at Discharge | | | | | | To | | | |
| Type of Discharge | | | | | | | | | |
| If other than honorable, explain | | | | | | | | | |
| | | | | | | | | | |
| DISCLAIMER AND SIGNATURE | | | | | | | | | |
| <p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p> | | | | | | | | | |
| Signature | | | | | | Date | | | |