

APPLICANT FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

PERSONAL INFORMATION

Date _____

Name _____

Present Address _____
Street _____ City _____ State _____ Zip _____

Permanent Address _____
Street _____ City _____ State _____ Zip _____

Telephone No. _____ Are you 18 years or older? Yes _____ No _____

Are you legally eligible for employment in the USA? Yes _____ No _____

EMPLOYMENT DESIRED

Position Applied for _____

Would you Work Full-Time _____ Part-Time _____ Specify Time _____

Were you Previously Employed by us? If yes, when? _____

If you applicaion is considered favorably, on what date will you be available for work? _____, 20____

What experiences, skills or qualifications do you have the would especially fit you for work with our Organization?

EDUCATION

SCHOOL	No. of Years Attended	Name of School	City	Course	Did you Graduate?
Elementary					
High School					
College					
Other					

MILITARY SERVICE RECORD

Where you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____

Date of Duty: From: _____ To: _____ Rank at Discharge _____

Present Membership in National Guard or Reserves _____

Date _____ Obligation Ends _____

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, (beginning with most recent year)

Name & Address Of Company	FROM	TO	Weekly	Weekly	Reason for Leaving	Name of Supervisor
	Mo. Yr.	Mo. Yr.	Starting	Last		
			Salary	Salary		
	Describe the work you did:					
Phone:						
Phone:						
Phone:						
Phone:						

May we contact employers you have listed? _____ Signed _____

Should there be a particular employer you do not want us to contact, Let us know which one _____

PLEASE READ AND SIGN BELOW

The facts set forth on my application for employment are true and complete. I understand that if employed, false statement on application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investive or credit agencies or bureaus of your choice.

In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal intervaiewes with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include informationas to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, information about the reasonable period of time to receive additional, information about the nature and scope of any such investigation report that is made.

Signature of applicant _____

To Applicant: Read this introduction carefully before answering any questions in this blocked off area. The Civil Rights Act of 1954 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law prohibits discrimination on the basis of age with respect to certain individuals. The law of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status or physical or mental handicap or disability.

Are you over the age of eighteen? _____ Sex: M _____ F _____

Have you ever been convicted of any crime in the past? Yes No

If yes describe in full _____

Do you have any physical condition which may limit your ability to preform the particular job for which you are applying? _____
If Yes, describe such condition and explain how you can perform the job for which you are applying in spite of it?

Do you have any physical defects which prelude you from performing certain kinds of work. _____

If yes, describe such defects and specific work limitations. _____

Have you had a major illness in the past five years? _____ If so describe _____

Have you received compensation for injuries? _____ If so describe _____