

# 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.*

<b>APPLICANT INFORMATION</b>									
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"/>		
<b>EDUCATION AND OFFICE SKILLS</b>									
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									
<b>EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)</b>									

**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)**

<b>Company</b>				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"/>	

<b>Company</b>				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"/>	

<b>Company</b>				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		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	
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