

COMPANY OR EMPLOYER NAME: _____

POSITION APPLIED FOR: _____

Employment Application

APPLICANT TELEPHONE: _____

SOCIAL SECURITY NUMBER: _____

YOUR NAME: _____
Last First Middle

ADDRESS: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

Yes No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: Yes No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Work (which shifts)? Select: _____

Work overtime? Select: _____

Are you able to perform the essential functions of the position with or without accommodations?
 Yes No

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14__ 15__ 16__ 18__ 19__ 21__

I WILL BE ABLE TO REPORT TO WORK ____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:	Yrs. Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (May include grammar school) _____			

MILITARY SERVICE: Yes No

Duty/Specialized Training: _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
_____	_____	_____
_____	_____	_____
_____	Supervisor's Name: _____ Telephone: _____	Reason for leaving _____

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_____	_____	_____
_____	_____	_____
_____	Supervisor's Name: _____ Telephone: _____	Reason for leaving _____

_____ I certify that all answers given herein are true and complete to the best of my knowledge. _____ I authorize investigation of all statements contained in this application.

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_____ In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

Signature of Applicant

Date