

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION
REQUESTED

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APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE ALL PAGES

DATE:

Name – Last	First	Middle	Maiden

Present Address:

Present City, State Zip

How Long	Social Security Number
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Telephone	If under 18, please list age:
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Position applied for:	Days/hours available to work
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No Preference	Thursday
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Salary desired:	Monday	Friday
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Tuesday	Saturday
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Wednesday	Sunday
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How many hours can you work?		Can you work nights/weekends	
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Employment desired	Full Time Only	Part Time Only	Full or Part Time
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When available to work?

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address, use reverse side if necessary)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Other Post Secondary School				
Other Post Secondary School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME	No	Yes
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If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

DO YOU HAVE A DRIVER'S LICENSE?	No	Yes
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What is your means of transportation to work?

Driver's license number & State		Expiration date:
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Have you had any accidents during the past three years?		How many?
Have you had any moving violations during the past three years?		How many?

REFERENCES

Please list two references other than relatives or previous employers

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone:	Telephone:

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY SERVICE

HAVE YOU EVER BEEN IN THE ARMED FORCES?	No	Yes	
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD OR THE RESERVES	No	Yes	
SPECIALITY:	Date Entered:	Discharge Date:	Type of Discharge:

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Work Experience	Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.		
Name of employer Address City, State Zip Phone Number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Name of employer Address City, State Zip Phone Number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
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Reason for leaving (be specific)

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May we contact your present employer?	No	Yes
Did you complete this application yourself?	No	Yes
If not, who did?		

I certify that all the information on this application is true and correct.

Signature

Date

Printed name