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EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Name: _____

First
Middle
Last

Address: _____

Street
City
State
Zip Code

Telephone: __ (____) _____ Social Security No. _____

Position(s) applying for: _____

Type of employment desired: _____ Full-Time _____ Part-Time _____ Temporary

Date available for work: _____ Earnings expected: \$ _____

Referral Source: _____

GENERAL INFORMATION (Please check one)	Yes	No
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If you are under 18 years of age, can you furnish a work permit?.....	_____	_____
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Have you ever been employed by our company before?.....	_____	_____
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Are you a U.S. citizen or legally authorized to work in the U.S.?.....	_____	_____
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Have you ever been convicted of a crime, which would have a substantial relationship to the functions and responsibilities of the position for which you are applying?.....	_____	_____
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If yes, please explain: _____

Can you travel if the job requires you to?.....	_____	_____
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If the position you are applying for requires you to drive, do you have a valid Driver's License?.....	_____	_____
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How many traffic violations have you received in the past three (3) years?.....	_____	_____
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Do you use narcotic drugs?.....	_____	_____
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If yes, is it prescribed by a Physician?.....	_____	_____
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EMPLOYMENT HISTORY

(List last 4 employers you worked for beginning with the most recent, including military service.)

Company Name	Telephone
	()
Address	Employed (Month/Year)
	From To
Name and Position of Immediate Supervisor	Wage Rate/Salary
	Starting Ending
Your Position and Duties	Reason for Leaving

Company Name	Telephone
	()
Address	Employed (Month/Year)
	From To
Name and Position of Immediate Supervisor	Wage Rate/Salary
	Starting Ending
Your Position and Duties	Reason for Leaving

Company Name	Telephone
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Address	Employed (Month/Year)
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Your Position and Duties	Reason for Leaving

Company Name	Telephone
	()
Address	Employed (Month/Year)
	From To
Name and Position of Immediate Supervisor	Wage Rate/Salary
	Starting Ending
Your Position and Duties	Reason for Leaving

EDUCATIONAL BACKGROUND

	Years Completed	Did you Graduate	List any/all degrees
Grammar School			
High School			
College			
Other (Specify)			

PERSONAL REFERENCES (Excluding former employers and relatives.)

Name	Occupation	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

SKILLS AND QUALIFICATIONS

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employee's service if I have been employed.

I understand that if I am hired, proof of employment eligibility and identity will be required upon employment in accordance with the Immigration Reform and Control Act of 1986.

Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives and all other persons for seeking such information.

Signature _____ **Date** _____

*****FOR OFFICE USE ONLY*****

Interviewed by: _____ Title: _____ Date: _____

Notes/Comments: _____
