

Date: _____

APPLICATION FOR EMPLOYMENT**Please Read Before Filling Out This Application**

This Company does not discriminate in hiring or employment on the basis of race, color, sex, religion, disability, national origin, citizenship, or on the basis of age with respect to persons 18 years or older. No question on this application is intended to secure information to be used for such discrimination. Proof of identity and work authorization will be required upon employment in accordance with federal regulations. **This Company intends to check and hold you responsible for the accuracy of the statements you make on this application.** This application will receive consideration for **thirty (30) days**. If you have not heard from the Company within thirty days and wish to receive further consideration for employment, it will be necessary to complete another application form.

Last Name	First	Middle Initial	Soc. Sec.#	Over 18 (Yes or No)
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Address (Permanent)	No. and Street	City	Zip
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Phone No.	Referred by:
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Date you can start:	Position applied for:
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Salary/Wage desired:	Are you currently employed?
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Full or part-time?	Shift or hours preferred:
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Special skills related to this position:

Are you available to work hours needed?

Name(s) of any relatives employed by this company:

Have you ever applied for a position in this company before? If so, where and when?

Previous Employment:

(Please explain any gaps in history)

Most recent first	Name & Location	Position	Salary	Reason for leaving
From				
To				
From				
To				
From				
To				

Personal References:

List 3 non-relatives that you have known for at least 1 year

Name & Address	Telephone	Years Known
1.		
2.		
3.		

Educational History:

Level	Name & Location	Years attended	Date graduated	Subjects studied/ major(s)
High School				
College				
Trade School or business				

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period of time, and may, regardless of the date of payment of my wages and salary, be terminated any time without previous notice.

Date _____ Applicant's signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Remarks:

Neatness _____ Character _____

Personality _____ Ability _____

Hired _____ For Position _____

Will report on _____ Hourly Wage quoted _____

Approved by _____

Signature of Interviewer _____