### READ INSTRUCTIONS CAREFULLY: PRINT WITH INK OR TYPE

**PERSONAL INFORMATION** **DATE OF APPLICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | | Social Security No. | | |
| Street Address: City: State: Zip Code: | | | | |
| Telephone: | | | Rate of pay expected: | |
| Job Title seeking: | | |
| Full-Time | Part-Time | | | Seasonal |
| Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment or a fine over $500.00? Yes \_\_\_\_ No \_\_\_\_  A yes answer to the above question does not necessarily disqualify an applicant from employment. If yes, please explain: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | Name and Location of School | Years Attended | Date Graduated | Subjects studied (if applicable) |
| HIGH SCHOOL |  |  |  |  |
|  |
| COLLEGE/UNIVERSITY |  |  |  |  |
|  |
| TRADE BUSINESS OR CORRESPONDENCE SCHOOL |  |  |  |  |
|  |
| Other pertinent information about your education |  | | | |

**REFERENCES**

Give name, address and telephone number of three references who are not related to you and are not previous employers.

|  |  |  |
| --- | --- | --- |
| Name & Address: | Relationship: | Telephone: |
| Name & Address: | Relationship: | Telephone: |
| Name & Address: | Relationship: | Telephone: |

**EMPLOYMENT EXPERIENCE**

LIST THE LAST 4 YEARS’ WORK EXPERIENCE BEGINNING WITH MOST RECENT

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Telephone | Dates Employed | | Work Performed |
| From | To |  |
| Address |  |  |  |
|  |
| Job Title | Rate of pay | |  |
| Supervisor |  |  |  |
| Reason for Leaving |  | |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Telephone | Dates Employed | | Work Performed |
| From | To |  |
| Address |  |  |  |
|  |
| Job Title | Rate of pay | |  |
| Supervisor |  |  |  |
| Reason for Leaving |  | |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Telephone | Dates Employed | | Work Performed |
| From | To |  |
| Address |  |  |  |
|  |
| Job Title | Rate of pay | |  |
| Supervisor |  |  |  |
| Reason for Leaving |  | |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Telephone | Dates Employed | | Work Performed |
| From | To |  |
| Address |  |  |  |
|  |
| Job Title | Rate of pay | |  |
| Supervisor |  |  |  |
| Reason for Leaving |  | |  |
|  |

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

**AUTHORIZATION AND ACKNOWLEDGMENTS**

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance. I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that any false information contained in this application may result in my discharge or legal action.

I authorize you to communicate with all my former employers, school officials and persons named as references. I hereby release all employers; schools and individuals from any liability for any damage what so ever resulting from giving such information.

I understand that as this company deems necessary, I may be required to work overtime hours or hours outside a normally defined workday or workweek. If employed, I understand and agree that such employment may be terminated at any time and without any liability to me for any continuation of salary, wages, or employment related benefits.

Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s name Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_