

# APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Directions: Type or print in *blue or black ink*. Answer all questions which are applicable. Please do not state "See Resume".

## PERSONAL INFORMATION

Last Name	First Name	Middle
Address	City	State   Zip
Phone	Day Phone (if Different)	Social Security Number
Fax Number	E-Mail Address	

## EMPLOYMENT INFORMATION

Position for which you are applying \_\_\_\_\_

Are you employed at the present time? \_\_\_\_\_ If yes, please complete the information below

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_

1. How long have you been with this employer? \_\_\_\_\_ Present Salary: \_\_\_\_\_
2. If offered a position, when can you report for work? \_\_\_\_\_
3. If hired can you show proof of your legal right to work in the U.S.? Yes  No
4. Have you ever been dismissed, or asked to resign from any position? Yes  No
5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment. Yes  No

If yes to number 4 or 5, please explain: \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

Please list on the following lines all schools attended and any other pertinent information about your education.

School(s)	Subjects Studied (if applicable)
High School	
College (Including dates attended)	

**EMPLOYMENT EXPERIENCE (List most recent experience first)**

Name & Address	Position(s) Held	Dates (Start - End)

**REFERENCES**

Name & Address (Include City, State, Zip)	Phone	Relationship

The following section is to be completed by applicant for an OFFICE POSITION:

Can you type? \_\_\_\_\_ How many words per minute? \_\_\_\_\_

Computer Skills      Macintosh \_\_\_\_\_      PC \_\_\_\_\_

Please provide computer and software knowledge below:

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I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date