



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability or any other legally protected status.

NAME _____
(FIRST) (MIDDLE) (LAST)

PRESENT ADDRESS _____
NUMBER STREET CITY STATE ZIP

TELEPHONE NUMBER (____) _____ SOCIAL SECURITY NUMBER _____

ARE YOU UNDER THE AGE OF 18? YES _____ NO _____

IF HIRED, ON WHAT DATE WILL YOU BE AVAILABLE TO WORK? _____

DO YOU KNOW ANYONE OR HAVE ANY RELATIVES EMPLOYED BY THIS COMPANY?
YES ____ NO ____

(NAME) (RELATIONSHIP) (WHICH LOCATION?)

EDUCATION

	NAME & LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR COURSE OF STUDY
HIGH SCHOOL	_____	9 10 11 12	_____	_____
	_____		_____	_____
COLLEGE	_____	1 2 3 4 5 6	_____	_____
	_____		_____	_____
OTHER	_____		_____	_____

WHAT PROMPTED YOUR APPLICATION? AGENCY OWN ACCORD EMPLOYEE REFERRAL ADVERTISING OTHER

POSITION(S) APPLYING FOR:

1. _____ RATE OF PAY EXPECTED \$ _____

2. _____ RATE OF PAY EXPECTED \$ _____

DO YOU WANT: FULL-TIME _____ PART-TIME _____

SPECIFY DAYS AND HOURS YOU ARE AVAILABLE TO WORK: _____

MONDAY _____ TUESDAY _____ WEDNESDAY _____ THURSDAY _____

FRIDAY _____ SATURDAY _____ SUNDAY _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ FILE NUMBER _____ START DATE _____

JOB CODE _____ RATE OF PAY _____

LIST PRESENT EMPLOYER OR MOST RECENT EMPLOYER FIRST
(PLEASE PRINT PLAINLY)

COMPANY NAME _____ SUPERVISOR _____
ADDRESS _____ DATES EMPLOYED: From _____ To _____
TELEPHONE _____ RATE OF PAY: START _____ LAST _____
STATE JOB TITLE AND DESCRIBE YOUR WORK _____

REASON FOR LEAVING _____

COMPANY NAME _____ SUPERVISOR _____
ADDRESS _____ DATES EMPLOYED: From _____ To _____
TELEPHONE _____ RATE OF PAY: START _____ LAST _____
STATE JOB TITLE AND DESCRIBE YOUR WORK _____

REASON FOR LEAVING _____

COMPANY NAME _____ SUPERVISOR _____
ADDRESS _____ DATES EMPLOYED: From _____ To _____
TELEPHONE _____ RATE OF PAY: START _____ LAST _____
STATE JOB TITLE AND DESCRIBE YOUR WORK _____

REASON FOR LEAVING _____

MAY WE CONTACT THESE EMPLOYERS? YES _____ NO _____

HAVE YOU EVER BEEN CONVICTED OF, OR PLEADED GUILTY TO A FELONY? YES _____ NO _____
If yes, describe in full. Convictions will not necessarily disqualify an applicant from employment.

Occasionally the form of an application blank makes it difficult for individuals to adequately summarize their complete background. With that in mind please list any other special skills or qualifications that you would like us to consider.

IMPORTANT: READ CAREFULLY

I authorize present and former employers, and individuals I have listed as personal references, to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

I certify that the information contained in this application is correct to the best of my knowledge. If employed, I understand that the falsification of this information may result in my dismissal. I authorize the investigation of all statements contained in this application for employment as necessary in arriving at an employment decision. I understand that my employment may be terminated, with or without notice, by the Company for any reason, including lack of work, unsatisfactory performance, improper behavior or any other reason which, in the sole judgment of the Company, constitutes a basis for termination of employment.

Applicant's Signature

Date