

APPLICATION FOR EMPLOYMENT

Answer all questions completely .

If employed, this completed application will become part of your permanent record.

PERSONAL RECORD

Name (Print): _____ Date: _____
Last First M.I.

Present Address: _____ Phone: _____
Number and Street City State Zip Code Home or Neighbor

Are you over the age of 18? Yes _____ No _____ Social Security No. _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, give particulars _____

(A conviction record will not necessarily be a bar to employment and factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.)

EDUCATIONAL RECORD

Name and Address

Circle grades completed

Did you graduate?

Elementary School _____ 1 2 3 4 5 6 7 8 _____

High School _____ 9 10 11 12 _____

College or University _____ 1 2 3 4 Major Field _____ Degree _____

Apprentice, Vocational, Business, or Graduate School? _____

Other training, factory, or office machines operated? _____

JOB INTEREST

Position desired: _____

Other positions for which you are qualified _____

Are you now employed? Yes _____ No _____

If yes, give names and address of employer

Date available _____ May we contact your present employer? Yes _____ No _____

Have you ever: Applied here before? Yes _____ No _____ Worked here before? Yes _____ No _____

If yes, give dates.

MILITARY RECORD

Have you ever served in the Armed Forces of the United States? Yes _____ No _____

If yes, state: Branch _____ Date entered _____ Date discharged _____

Rank or Rate _____ Service schools or special experience _____

Reserve or National Guard status _____

REFERENCES: Give three references. Do not use relatives, clergy, or former employers. List persons whom you have known for at least five years.

| Name | Address | Phone | Occupation |
|----------|---------|-------|------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

EMPLOYMENT HISTORY: Starting with your present or most recent employer. Account for ALL periods of time, including unemployment and service with the Armed Forces.

(Use additional sheet if required.)

| <u>Dates</u> | Employer's Name and Address | 1. Job Title 2. Department 3. Name of Supervisor | Describe Major Job Duties | Wages |
|------------------------|------------------------------------|---|----------------------------------|---|
| From _____ To _____ | _____ _____ _____ | 1. _____ 2. _____ 3. _____ | | Starting per _____ \$ _____ Final per _____ \$ _____ |
| From _____ To _____ | _____ _____ _____ | 1. _____ 2. _____ 3. _____ | | Starting per _____ \$ _____ Final per _____ \$ _____ |
| From _____ To _____ | _____ _____ _____ | 1. _____ 2. _____ 3. _____ | | Starting per _____ \$ _____ Final per _____ \$ _____ |

PRE-EMPLOYMENT STATEMENT: I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I agree that the company shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this questionnaire. I also authorize the companies, schools, or persons named above to give any information regarding my employment, character, and qualifications, together with any information they have regarding me whether or not it is in the records. I hereby release said companies, schools, or persons from all liability for any damage for issuing this information. I understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for termination. If there is an offer of employment, I understand that it is contingent upon passing a physical examination. If employed, I agree to wear protective clothing or devices as required by the company and to comply with the safety rules. In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either the company or myself.

Applicant's Signature _____ Date _____

INTERVIEWER'S COMMENTS _____

Interviewed by _____ Date _____

POST EMPLOYMENT INFORMATION

In case of emergency notify _____
Telephone _____ Name and Address _____