



APPLICATION FOR EMPLOYMENT

Name: _____
(First) (MI) (Last)

Present Address: _____
Street City State Zip

Phone #: _____ Social Security #: _____

Position Applying for: _____ Salary Desired: _____

Are you currently employed? ____ If yes, may we contact your current employer?

Date available to start: _____ Today's Date: _____

FORMER EMPLOYERS

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

EDUCATION HISTORY

Name & Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School			
College			
Trade, Business, or Correspondence School			

Continued on other side

Subjects of Special Study / Special Training or Skills:

Have you ever been convicted of a crime? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.

References: Two (2) of four (4) of these must be business related
Please list Name / Address / Phone # / Years Known:

1. _____
2. _____
3. _____
4. _____

Authorization:

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application and/or my resume shall be grounds for dismissal.

I authorize investigations of all statements contained herein and the references and employers listed on my resume to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any and all damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

Signature: _____ **Date:** _____