

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION												
Last Name					First				M.I.		Date	
Street Address								Apartment/Unit #				
City					State				ZIP			
Phone (s)					E-mail Address							
Date Available				Last four digits of SSN	XXX - XX-			Desired Salary	\$			
Position Applied for												
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?									
Are you employed now?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, may we contact your employer?					YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Type of Employment	Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>		Summer <input type="checkbox"/>		Temporary <input type="checkbox"/>					
EDUCATION AND OFFICE SKILLS												
High School					Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
College or Trade School					Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Years of Typing Experience		Words Per Minute		Other Office Equipment Used	Printer <input type="checkbox"/> Copier <input type="checkbox"/> Fax <input type="checkbox"/> Scanner <input type="checkbox"/> Calculator <input type="checkbox"/>							
Computer Software and Hardware Experience												
EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)												
Company							Phone					
Address						Name and Position of Supervisor						
Job Title					Starting Salary	\$		Ending Salary	\$			
Responsibilities												
From		To		Reason for Leaving								
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>										

EMPLOYMENT HISTORY (CONTINUED)										
Company						Phone				
Address						Name and Position of Supervisor				
Job Title				Starting Salary		\$		Ending Salary	\$	
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Company						Phone				
Address						Name and Position of Supervisor				
Job Title				Starting Salary		\$		Ending Salary	\$	
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Company						Phone				
Address						Name and Position of Supervisor				
Job Title				Starting Salary		\$		Ending Salary	\$	
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>					
MILITARY SERVICE										
Branch						From			To	
Rank at Discharge						Type of Discharge				
If other than honorable, explain										
DISCLAIMER AND SIGNATURE										
I certify that my answers are true and complete to the best of my knowledge.										
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.										
Signature						Date				