

EMPLOYMENT APPLICATION

ABC Company

Street Address _____

City/State/Zip _____

Telephone and fax _____

Date of application _____

Position(s) applied for: _____

How did you hear about this position? Advertisement Friend Relative Walk-in
Employment agency Other

Name: _____
Last First Middle

Address _____
Number Street Apt no.
_____ City State Zip

Telephone: _____

Social Security No.: _____

Prospective applicants will receive consideration without discrimination because of race, color, religion, sex, national origin, age, marital or veteran status, non-job-related medical conditions or handicaps, or any other legally-protected status.

Please check response

If employed and under 18, can you furnish a work permit? Yes No

Have you applied for work here before? Yes No

If "Yes," give date _____

Have you even been employed here before? Yes No

If "Yes," give date _____

Are you employed now? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

On what date will you be able to work? _____

Please check the category that best summarizes your available hours Full-time Part-time
 Shift work Temporary

Can you travel if the job requires it? Yes No

Are you on a lay-off and subject to recall? Yes No

Have you ever been convicted of a felony within the last five years? Yes No

If "Yes," please explain _____

Are you a veteran of the U.S. Military? Yes No

If "Yes," specify branch _____

Was your discharge other than honorable? Yes No

If "Yes," please explain _____

EMPLOYMENT APPLICATION, continued

	High School	College/University	Graduate/Professional
School name, location			
Years Completed/Degree			
Diploma/Degree			
Describe course of study			
Outline specialized training, apprenticeships, internships, skills, and extracurricular activities			

Honors Received: State any additional information you feel may be helpful to us in considering your application. If necessary, please use a separate sheet of paper.

List professional, trade, business, or civic activities and offices held.

(You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.)

Please list the name, address, and daytime telephone number of three references who are not related to you and are not previous employers.

Briefly summarize special skills and qualifications you have acquired from your employment or other experience.

Do you speak a foreign language? If so, note below; please list your ability to read and write in that language.

EMPLOYMENT APPLICATION, continued

Employment History

Please give an accurate, complete employment record, filling out all sections. Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names that may disclose your race, religion, color, national origin, gender, handicap, or other protected status.

Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for leaving				

If you need additional space, please continue on a separate sheet of paper.

Signature

The information provided in this Employment Application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I authorize you to engage a consumer reporting agency to investigate my credit and personal history. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the report.

I understand that an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Date

Signature