

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		
-----------	--	--	--	--	------	--	--