

# APPLICATION FOR EMPLOYMENT

## ABOUT OUR COMPANY

Thank you for your interest in applying for a job with our company. Because of our commitment to offering the highest possible service to our customers, we are only interested hiring the best. We want to have a complete understanding of your qualifications, motivations and interests so that we can make careful and deliberate hiring decisions that will benefit both the company and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, handicap or disability, or any other legally protected classifications.

Date of Application \_\_\_\_\_

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## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Telephone: (\_\_\_\_) \_\_\_\_\_ Social Security Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If under 18 years of age, do have a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have ever worked under another name, please identify: \_\_\_\_\_

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## YOUR JOB INTERESTS

Position Desired: \_\_\_\_\_ Date you can start work: \_\_\_\_\_

What salary or wage do you expect: \$ \_\_\_\_\_ /hr \$ \_\_\_\_\_ /wk \$ \_\_\_\_\_ /month

Are you available for full-time work? Yes \_\_\_ No \_\_\_ Are you available for part-time work? Yes \_\_\_ No \_\_\_

Are you willing to work any shift? Yes \_\_\_ No \_\_\_

Are there any days of the week when you would not be able available to work? Please specify: \_\_\_\_\_

Have you worked for this company before? Yes \_\_\_ No \_\_\_

When? \_\_\_\_\_ Who was your supervisor? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Do you know anyone who works here? Yes \_\_\_ No \_\_\_ Who? \_\_\_\_\_

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## YOUR EDUCATION AND TRAINING

Please Circle Highest Grade Completed

1 2 3 4 5 6 7 8  
Grade School

9 10 11 12  
High School

1 2 3 4 5  
College

1 2 3 4  
Trade/Tech

What was the last school you attended? \_\_\_\_\_

What extracurricular activities did you participate in, or skills did you acquire, at the above circles schools that might be helpful for the job in which you are applying? \_\_\_\_\_  
\_\_\_\_\_

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## WORK EXPERIENCE

Beginning with your present employer, describe your employment experiences below:

Are you presently employed? Yes \_\_\_ No \_\_\_

Are you on layoff or subject to recall? Yes \_\_\_ No \_\_\_

1. Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Kind of Business: \_\_\_\_\_

Starting Position: \_\_\_\_\_

Final Position: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year

Name & Title of Supervisor: \_\_\_\_\_

Description of your work responsibilities: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Will you receive a satisfactory reference from this employer? Yes \_\_\_ No \_\_\_

If 'No' please explain \_\_\_\_\_

