

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- XXXX		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											
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							
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							
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							
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		
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