

# APPLICATION FOR EMPLOYMENT

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**PERSONAL INFORMATION:**

NAME (LAST, FIRST, MIDDLE):	DATE:
PRESENT ADDRESS (STREET, CITY, STATE, ZIP):	
PERMANENT ADDRESS (STREET, CITY, STATE, ZIP):	
PHONE NUMBER: (    )	SOC. SEC. #:
STATE NAME AND RELATIONSHIP OF ANY RELATIVES IN OUR EMPLOY: REFERRED BY:	

LAST NAME	FIRST NAME	MIDDLE NAME
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**EMPLOYMENT DESIRED:**

POSITION:	SALARY DESIRED:
DATE YOU CAN START:	MAY WE CONTACT YOUR EMPLOYER?
ARE YOU EMPLOYED NOW?	WHEN?
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?	
WHERE?	

**EDUCATION:**

SCHOOL	NAME AND LOCATION	GRADUATED	YES	NO	MAJOR SUBJECTS	CPA
GRAMMAR SCHOOL						
HIGH SCHOOL						
COLLEGE/ UNIVERSITY						
OTHER (SPECIFY)						

**OTHER INFORMATION:**

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:
SPECIAL TRAINING:
ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, SEX, MARITAL STATUS, AGE, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.  
(CONTINUED ON OTHER SIDE)  
At the time of publication, every effort was made to assure that the form

**FORMER EMPLOYERS: LIST THE LAST FOUR EMPLOYERS, STARTING WITH PRESENT OR MOST RECENT.**

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		

**REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.**

1.	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
2.				
3.				

**IN CASE OF EMERGENCY, NOTIFY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER: I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, AT THE DISCRETION OF THE EMPLOYER, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT - DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY:		DATE:
REMARKS:		
NEATNESS:		
ABILITY:		
HIRED:	DEPT:	POSITION:
START DATE:	SALARY:	
APPROVALS:		
1. EMPLOYMENT MANAGER	2. EMPLOYMENT HEAD	3. GENERAL MANAGER