

# Application for employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

## PERSONAL INFORMATION

Date

Social Security Number

Name

Last

First

Middle

Last

Present Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Phone No.

Height

Weight

State Name and Department of Any Relatives, Other Than Spouse, Already Employed By This Company

Referred By

First

## EMPLOYMENT DESIRED

Position

Date You Can Start

Salary Desired

Are You Employed Now?

If So May We Inquire of Your Present Employer

Ever Applied to this Company Before?

Where

When

Middle

## EDUCATION

Name and Location of School

Circle Last Year Completed

Did You Graduate?

Subjects Studied and Degrees(s) Received

Grammar School

Yes  
 No

High School

1 2 3 4

Yes  
 No

College

1 2 3 4

Yes  
 No

Trade, Business or Correspondence School

1 2 3 4

Yes  
 No

Subjects of Special Study or Research Work

What Foreign Languages Do You Speak Fluently?

Read

Write

Activities Other Than Religious (Civic, Athletic, etc.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

**FORMER EMPLOYERS** List Below Last Four Employers, Starting With Last One First

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES:** Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted
1			
2			
3			

**PHYSICAL RECORD:** Do you have any physical condition which may limit your ability to perform the job applied for?

\_\_\_\_\_

\_\_\_\_\_

**In Case of  
Emergency Notify**

Name Address Phone No.

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, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

**DO NOT WRITE BELOW THIS LINE**

Interviewed By Date

**REMARKS:**

\_\_\_\_\_

\_\_\_\_\_

Neatness		Character	
Personality		Ability	

Hired For Dept. Position Will Report Salary Wages

Approved: 1. Employment Manager 2. Dept. Head 3. General Manager