



APPLICATION FOR EMPLOYMENT

Date: _____

EMPLOYEE INFORMATION

Name: _____

Last

First

Middle Int.

Address: _____

Telephone: _____ Email: _____ Alternate telephone: _____

If necessary for the job, I am able to:

Work overtime? Yes No

Provide a valid Driver's License? Yes No

License Issuing State: _____

18 Years or Older? Yes No

I am legally eligible for employment in the U.S.? Yes No

I am seeking a permanent position: Yes No Other _____

I prefer to work the following shifts: Any Day Night Weekends

I am willing to Flex Work hours as demand requires. Yes No

I will be able to report to work _____ days after being notified I am hired.

Type of Work Desired: (Please check all that apply.)

General Office: Order Taking Retail Store Customer Service Other: _____

Warehouse (Must be able to stand extended periods, bend, and lift up to 25lbs consistently.)

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Table with 4 rows of employment history. Each row contains: Employer name and address, Position title/duties, skills, Start date, End date, Reason for leaving, Pay, and Supervisor/Telephone.

Have you ever been convicted of any criminal offense? (The existence of a criminal record does not constitute an automatic bar to employment and will only be considered as it relates to the job in question.)

No Yes If yes, give date, place, and offense: _____

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or degree
High school				
College/University				
Business/Technical				
Additional				
Currently attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current School:	Current courses:		Schedule:
	Date expected to finish:			

SKILLS & QUALIFICATIONS

Other qualifications such as languages spoken/read/written, special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills or information regarding the career/occupation you wish to bring to the employer's attention:

Typing/Keying speed: _____ per minute

REFERENCES

List two personal references who are not relatives or former supervisors:

Name	Address	Telephone	Occupation	Years known

INFORMATION TO THE APPLICANT

I agree to conform to the Company's rules, regulations and instruction as made known to me at the time of employment or at any subsequent time. I also agree to permit medical examination by the Company's physician upon request.

I hereby authorize investigation of all statements contained in this application and certify that such statements are true and understand that misrepresentation can be just cause for separation. I also agree not to divulge trade secrets of prior employers.

Signature of Applicant _____

Date _____

Referred by: _____

Equal Employment Opportunity: All qualified applicants will receive consideration for employment without regard to race, sex, religion, color or natural origin; and in accordance with the Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older, with the Vietnam Era Veterans Readjustment Assistance act of 1974; with Section 503 of the Rehabilitation Act of 1973; and with the American's with Disabilities Act of 1992.

OFFICE USE ONLY

JOB

RATE

CLOCK NUMBER

STARTING DATE

SHIFT