

# Application for Employment

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

## Personal Information

Date		Social Security Number	
Name			
Last		First	Middle
Present Address			
Street		City	State Zip
Permanent Address			
Street		City	State Zip
Phone No.		Citizen of U.S.A.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If related to anyone in our employ. State name and dept.		Referred by	

Last

First

Middle

## 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?

## Education

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Training			
What foreign Languages do you speak fluently?			
Read		Write	
U.S. Military or Naval Service			
Rank			
Present Membership in National Guard or Reserves			

# Former Employers

(List below last 4 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 3 persons not related to you, whom you have known at least 1 year)

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

In case of Emergency Notify \_\_\_\_\_ Name 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, 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 in this box

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

## Remarks

Neatness		Character	
Personality		Ability	

Hired \_\_\_\_\_ For Dept. \_\_\_\_\_ Position \_\_\_\_\_ Will Report \_\_\_\_\_ Salary Wages \_\_\_\_\_

Approved 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Employment Manager Dept. Head General Manager