

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	Salary Wages
Approved 1.	2.	3.	
Employment Manager	Dept. Head	General Manager	