

**Personal Information:**

|  |
| --- |
| Name (Last Name, First Name, Middle Initial) |
| Present Address | City | State | Zip Code |
| Permanent Address | City | State | Zip Code |
| Phone No. | Secondary Phone No. | Referred By |

**Employment Desired:**

|  |  |  |
| --- | --- | --- |
| Position | Date You're Able to Start Employment | Salary Desired |
| Currently Employed □ **YES** □ **NO** | If yes, may we inquire of your present Employer? □ **YES** □ **NO** |
| Applied to work for this Company before? | If YES, where and when? |

**Education History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Formal Education** | **Name & Location of School** | **Years Attended** | **Did you Graduate?**  | **Subjects Studied** |
| **High School** |  |  |  |  |
| **College** |  |  |  |  |
| **Trade, Business, or Correspondence School** |  |  |  |  |

**General Information:**

|  |
| --- |
| Subject of Special Study/Research Work |
| Special Training and/or Special Skills |
| U.S. Military Service (If yes, list last Rank held) □ **YES** □ **NO** |

**Former Employers:** (List only four, starting with your previous employer first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date From: (Month & Year)** | **Date To:****(Month & Year)** | **Name & Address** | **Salary** | **Position Held** | **Reason for Leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Former Employers:** (Supply the names of three persons not related to you...whom you've known for at least one year)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Business** | **Years Known** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Authorization: In compliance with Federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire.**

**"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.**

 **-I authorize investigation of all statements contained herein, the references, and employers to give any and all information concerning previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damages that may result from utilization of such information.**

 **-I also understand and agree that no representative of the company has any authority to enter into any agreement of employment for any specified period of time or make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.**

 **-This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.**

 **-I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that in compliance with federal law, the company will provide me a written notice regarding the use of these reports and will also obtain a separate written authorization from me, for consent to the these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signature**

**DO NOT WRITE BELOW THIS AREA**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Interviewed By**

**REMARKS:**

|  |
| --- |
|  |
|  |
|  |
|  |
| **Neatness** | **Character** |
| **Personality** | **Ability** |
| **Hired** | **For Dept.** | **Position** | **Will Report** | **Salary Wages** |

**APPROVED BY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Employment Manager Department Head General Manager**