

EMPLOYMENT APPLICATION

Location _____

Name in Full _____ Date _____
(Please Print Plainly)

Address _____ Home Tel. No. _____
(Street Number) (City/Town) (State) (Zip Code)

Position desired _____ Earnings Expected \$ _____ Per _____

Full Time _____ Part Time _____ Temporary _____ Social Security No. _____

PERSONAL & GENERAL

1. Have you ever been convicted of a crime? Yes No (If yes, please explain) _____

2. Who referred you to us? _____
3. Are you willing to relocate? _____ Location Preferred? _____

QUESTIONS 4 AND 5 ARE TO BE ANSWERED ONLY AFTER YOU HAVE BEEN HIRED

4. Birthdate: Month _____ Day _____ Year _____
5. In case of emergency, notify _____
(name)

(street address) (city) (state) (zip) (telephone)

EDUCATION

Type of School	Name and Address of Schools	Check last year completed				Last year attended	Graduate?
		5	6	7	8		
Grade School							<input type="checkbox"/> Yes <input type="checkbox"/> No
High School		1	2	3	4		<input type="checkbox"/> Yes <input type="checkbox"/> No
College		1	2	3	4	19	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business or Trade School		1	2	3	4	19	
Special Training		1	2	3	4	19	

What types of Business Machines do you operate? _____

Extracurricular activities in school (athletics, clubs, etc.) _____
 (Do not include Military, Racial, Religious or Nationality Groups)

What offices did you hold in these groups? _____

WORK HISTORY

List below the names of all your former employers, beginning with the most recent: a. Employer's name b. Business address	Kind of Business	Time Employed				Your Job	Starting Rate	Your Rate at Leaving	Why did you leave?	Your Supervisor's Name and Title
		From		To						
		Mo.	Yr.	Mo.	Yr.					
1. a. _____ b. _____										
2. a. _____ b. _____										
3. a. _____ b. _____										
4. a. _____ b. _____										

Indicate by number any of the above employers you do not wish us to contact.
 Explain here any period of unemployment longer than 30 days: _____

SERVICE IN U. S. ARMED FORCES

Were you in U. S. Armed Forces Yes, No; If yes, Date active duty started _____ Which Service? _____ What branch of that Service? _____ Starting Rank _____ Date of discharge _____ Rank at discharge _____

Type of discharge _____ Are you in the Armed Forces Reserve? Yes, No; If so, which service? _____ Rank _____ Active, Inactive

References (not former employers or relatives)	OCCUPATION	Address	Phone number

In this space, briefly set forth why you desire a position with this company and why you think you would make a valuable employee

If your application is considered favorably, on what date will you be available for work? _____

It is understood that, if my application is considered favorably, any false or misleading statement on this application will be considered sufficient cause for dismissal. I agree to undergo a post offer physical examination and character investigation at Company expense; and realize that my employment is contingent upon my satisfactorily passing such examination and investigation according to standards established by the company. Further, I hereby release my former employers from all liability for damages on account of having furnished information regarding my personal character, habits, work record, etc.

Signed _____ (Applicant's Signature)