

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Complete *all* applicable information

Name (Full - Last, First, MI)					
Position(s) applied for:			Are you willing to work: ___ Full Time ___ Part Time ___ Temporary ___ Weekends ___ Evenings ___ Nights		
Street Address:		City	State	Zip	
Home Phone	Business Phone	Have you previously been employed by our company? ___ Yes ___ No Where?			
Are you legally authorized to work in the United States? ___ Yes ___ No			When could you start employment?		
Have you ever applied for employment with our company? ___ Yes ___ No When? Where?					

EMPLOYMENT HISTORY (List below last three employers, starting with the most recent one first)

Present or Last Position		Name of Company		From Mo/Yr	To Mo/Yr
Street Address:		City		State	Zip
Duties:			Reason for Leaving:		
Starting Annual Salary	Final Annual Salary	Bonus	Commission	May we contact your supervisor?	
Name of Supervisor		Title and Department of Supervisor		Phone Number of Supervisor	
Next Previous Position		Name of Company		From Mo/Yr	To Mo/Yr
Street Address		City		State	Zip
Duties:			Reason for Leaving:		
Starting Annual Salary	Final Annual Salary	Bonus	Commission		
Name of Supervisor		Title and Department of Supervisor		Phone Number of Supervisor	
Next Previous Position		Name of Company		From Mo/Yr	To Mo/Yr
Street Address		City		State	Zip
Duties:			Reason for Leaving:		
Starting Annual Salary	Final Annual Salary	Bonus	Commission		
Name of Supervisor		Title and Department of Supervisor		Phone Number of Supervisor	

EDUCATION INFORMATION

High School or GED	Address	City	State	Degree	Subjects Studied	
College	Address	City	State	Degree	Major	GPA
College	Address	City	State	Degree	Major	GPA
Graduate School	Address	City	State	Degree	Major	GPA
Other	Address	City	State	Degree	Major	GPA

GENERAL

Additional Space (if needed):	
If applying for a clerical position, what business equipment can you operate? (For example, computers, copiers, etc.)	
If applying for a secretarial position: Do you have stenographic skills? ___ Yes ___ No Words/Minute:	If applying for a secretarial position: Typing skills? ___ Yes ___ No Words/Minute:
In what computer software programs are you proficient ? [Name the package(s).]	

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

<ul style="list-style-type: none">• In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.• I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.• I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.	
Date	Signature