

# APPLICATION FOR EMPLOYMENT

*We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.*

APPLICANT INFORMATION											
Last Name		First		M.I.		Date					
Street Address						Apartment/Unit #					
City				State				ZIP			
Phone (s)				E-mail Address							
Date Available			Last four digits of SSN	XXX - XX-		Desired Salary	\$				
Position Applied for											
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?								
Are you employed now?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, may we contact your employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Type of Employment	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Summer <input type="checkbox"/>	Temporary <input type="checkbox"/>							
EDUCATION AND OFFICE SKILLS											
High School				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
College or Trade School				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Years of Typing Experience		Words Per Minute		Other Office Equipment Used	Printer <input type="checkbox"/>	Copier <input type="checkbox"/>	Fax <input type="checkbox"/>	Scanner <input type="checkbox"/>	Calculator <input type="checkbox"/>		
Computer Software and Hardware Experience											
EMPLOYMENT HISTORY <span style="float: right;">(LIST PRESENT OR MOST RECENT POSITIONS FIRST)</span>											
Company				Phone							
Address				Name and Position of Supervisor							
Job Title				Starting Salary	\$	Ending Salary	\$				
Responsibilities											
From	To	Reason for Leaving									
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>									

**EMPLOYMENT HISTORY (CONTINUED)**

<b>Company</b>					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>Company</b>					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>Company</b>					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		

**MILITARY SERVICE**

Branch					From		To	
Rank at Discharge					Type of Discharge			
If other than honorable, explain								

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature					Date		
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