

# 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.*

<b>APPLICANT INFORMATION</b>													
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"/>						
<b>EDUCATION AND OFFICE SKILLS</b>													
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													
<b>EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)</b>													
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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