

Please print

Social Security # _____ - _____ - _____

Name _____ Phone _____

Address _____

Are you 18 years of age or older? Yes _____ No _____

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes _____ No _____

Person to be notified in case of emergency:

Name _____ Phone _____

Address _____

For what position(s) are you applying? _____

When can you start work? _____ What rate of pay desired? _____

What other position are you qualified to fill? _____

Would you accept temporary employment in a lower classification? Yes _____ No _____

Have you ever been previously employed by this company? Yes _____ No _____ If yes, when? _____

Hobbies or favorite recreation _____

Do you have a driver's license? * Yes _____ No _____

Has your driver's license ever been suspended or revoked? * Yes _____ No _____

Have you ever been convicted of a crime? Yes _____ No _____

Have you ever been convicted of a crime as a juvenile? Yes _____ No _____

Have you ever been required to register as a sex offender under Megan's Law? Yes _____ No _____

Has your application for a bond ever been declined? Yes _____ No _____

Have you ever been discharged from a job? Yes _____ No _____

*Answer only if required by position applied for.

PREVIOUS EMPLOYMENT

Give employment record as completely as possible, starting with present employer. Insert additional sheet if necessary.

1	Present or Last Position	Name		Duties	
		Address			
From:				Reason for Leaving	
To:	Phone	Supervisor	Starting Rate of Pay	Ending Rate of Pay	

2	Previous to the Above	Name		Duties	
		Address			
From:				Reason for Leaving	
To:	Phone	Supervisor	Starting Rate of Pay	Ending Rate of Pay	

3	Previous to the Above	Name		Duties	
		Address			
From:				Reason for Leaving	
To:	Phone	Supervisor	Starting Rate of Pay	Ending Rate of Pay	

UNITED STATES MILITARY SERVICE

Branch of Service _____ From _____ To _____

Rank & Type of Service _____

Training/Experience Received _____

SPECIAL ACTIVITIES

1. _____ 3. _____

2. _____ 4. _____

RECORD OF EDUCATION

Type	Name/Location	Course	Years Completed	Degree/Diploma
Elementary & Jr. High _____				
High School _____				
College _____				
Technical Or Other _____				

Please list any additional information that relates to your ability to perform the job for which you have applied – such as licenses, professional memberships, hobbies, etc.

REFERENCES

Business References

Name	Business Address	Occupation	No. of Years Acquainted

Do you have any relatives or friends who are now working or have previously worked for this company? If so, show below:

Name	Relationship	No. of Years Acquainted

Your supervisor is required to conduct a group conference and an individual conference with you on a monthly basis in accordance with established supervisory standards. You are responsible for the contents of the minutes of such conferences which are available for your review. I HEREBY AFFIRM that I have read the instructions and the foregoing questions and that my answers to them are true and correct. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I UNDERSTAND THAT MY JOB CLASSIFICATION MAY BE CHANGED AT THE SOLE DISCRETION OF MY EMPLOYER WITH RESULTING CHANGES IN WAGES, HOURS AND BENEFITS.

Signature of Applicant _____ Date _____

APPLICANTS PLEASE DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

STARTING DATE: _____ RATE: _____ CLASSIFICATION: _____

COMMENTS: