

PERSONAL INFORMATION

DATE _____

NAME _____ SOCIAL SECURITY NUMBER _____
 LAST FIRST MIDDLE

PRESENT ADDRESS _____
 STREET CITY STATE ZIP

PERMANENT ADDRESS _____
 STREET CITY STATE ZIP

PHONE NUMBER _____ ARE YOU 18 YEARS OR OLDER? YES NO

EMAIL _____

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

EMPLOYMENT DESIRED

POSITION DESIRED? _____ DATE YOU CAN START? _____ SALARY DESIRED? _____

IS THER ANY SHIFT YOU CANNOT WORK? _____

ARE YOU CURRENTLY EMPLOYED? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

HOW DID YOU HEAR OF THIS POSITION? _____

EDUCATION	NAME & LOCATION OF SCHOOL	*NUMBER OF YEARS ATTENDED?	*DID YOU GRADUATE?	SUBJECTS STUDIED?
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY OR SPECIAL SKILLS? _____

DO YOU HAVE A VALID DRIVERS LICENSE? _____

ACTIVITIES (civic, athletic, etc.)? _____
EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

HAVE YOU SERVED IN THE U.S. MILITARY OR NAVAL SERVICE? _____ IF SO, WHICH ONE & WHAT WAS YOUR RANK? _____ ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD OR RESERVES & WHICH ONE? _____

*THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1987 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE ATLEAST 40 YEARS OF AGE.

(CONTINUED ON THE OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW THE LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT FIRST)

MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THE JOB?

REFERENCES (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN ATLEAST ONE YEAR)

NAME	ADDRESS	BUSINESS	YEARS AQUAINTED
1.			
2.			
3.			

MINIMUM QUALIFICATIONS FOR ALL POSITIONS:

- Have the ability to read and write
- Be willing to work nights, weekends, holidays, and irregular hours
- You must be 16 years of age (Must be 18 years of age for some positions)

"I CERTIFY THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU. I UNDERSTAND AND AGREE, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

SIGNATURE _____

DATE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____

DATE _____

REMARKS _____

NEATNESS? _____

ABILITY? _____

HIRED? YES NO

POSITION/DEPARTMENT? _____

SALARY/WAGE? _____

DATE STARTING? _____

APPROVED 1) _____

EMPLOYMENT MANAGER

2) _____

DEPARTMENT HEAD

3) _____

GENERAL MANAGER