



Name _____	Social Security No. _____	Date _____
Address _____	Phone _____	
Work Preference _____	Salary Desired _____	Date Available _____
Describe prior experience in desired position. _____ _____		
List any special skills or licenses/certifications. _____ _____		

<b>AVAILABILITY FOR WORK</b>			
Part-time _____	Full-time _____	Temporary/Short Term _____	Long Term _____
Days of week: Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Willing to Work Overtime? _____			
Do you have any ongoing obligations that would affect your work schedule? _____ _____			

<b>EDUCATION AND TRAINING</b>			
High School:	Last School _____	Did you graduate? _____	Average GPA _____
	Highest Year Completed _____	Special/applicable courses _____	
College:	Name _____	Degree Acquired _____	Average GPA _____
	Name _____	Degree Acquired _____	Average GPA _____
Other:	Name _____	Certification Acquired _____	Average GPA _____
	Name _____	Certification Acquired _____	Average GPA _____
Additional Information:          			

**EMPLOYMENT/ US MILITARY SERVICE RECORD**

(Please give a complete account of your previous fulltime employment. Begin with your most recent job and work back.)

Employer \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Main Duties \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_  
What did you like about this job? \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Main Duties \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_  
What did you like about this job? \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Main Duties \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_  
What did you like about this job? \_\_\_\_\_

**OTHER INFORMATION**

Have you worked for or applied for work at this company before? \_\_\_\_\_ Have you ever been discharged for cause? \_\_\_\_\_  
May we contact your previous employers for references? \_\_\_\_\_ Have you been refused a surety bond or had one cancelled? \_\_\_\_\_  
If employed, can you provide proof of US citizenship, or if an alien, proof of authorization to work in the US and proof of identity \_\_\_\_\_  
Have you been convicted of a felony? (Criminal record does not automatically bar employment) \_\_\_\_\_  
Are you willing to take a physical exam at the company expense after you are employed? \_\_\_\_\_  
Are you willing to take a drug/alcohol screening before, after and/or during employment if required? \_\_\_\_\_

**CERTIFICATE OF APPLICANT** (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed may be just cause for subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed heron including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice either by myself or the company. If employed, I agree to comply with all reasonable rules of the company as a condition of continued employment. In the event the company advances me money or other things of value, or I otherwise become indebted financially to the company, I agree to repay the company and any wages due me upon termination may be offset by payroll deduction for any such monies due the company.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_