

3.

Employer	From	To	Duties or responsibilities
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Address

Hourly/salary: _____

Start/final: _____

Job title

Supervisor

Phone no.: _____

Reason for leaving

4.

Employer	From	To	Duties or responsibilities
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Address

Hourly/salary: _____

Start/final: _____

Job title

Supervisor

Phone no.: _____

Reason for leaving

IF YOU NEED ADDITIONAL SPACE, PLEASE USE A SEPARATE SHEET OF PAPER.

Education

School	Location	Diploma or Degree	Studies
High School	_____	_____	_____
Trade School/College	_____	_____	_____
Graduate school	_____	_____	_____

Specialized Training, Apprenticeship, Extracurricular Activities

Honors, awards, copyrights, or patents

Special Job-Related Skills and Qualifications from Employment or Other Experience

Foreign Languages	Fluent	Good	Fair
Language	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

Professional, Trade, Business, or Civic Organizations/Offices

You may exclude organizations that indicate race, color, religion, national origin, disability, or other protected status.

Military History

When _____ Releases/type _____

Job-related training _____

Current status _____

Personal (Please Check Yes or No)

- Yes No If under 18 years of age, can you provide proof of eligibility to work?
- Yes No Have you ever applied to us before?
If yes, when? _____
- Yes No Have you ever been employed with us before?
If yes, when? _____
- Yes No Do you have a relative or friend employed with us?
If yes, who? _____
- Yes No May we contact your present employer?
- Yes No Have you ever been convicted of a crime (other than a traffic violation)? Conviction will not necessarily disqualify you from employment.
If yes, please explain _____
- Yes No If applying for a position that requires driving, do you have an appropriate license? (Unless using public transportation is acceptable.)
- Yes No If applying for a position that requires driving, have you ever been ticketed for a moving traffic violation?
If yes, please explain _____
- Yes No Are you a citizen of the United States?
- Yes No If no, does your immigration status permit you to work? Proof must be provided: Visa, green card, Social Security card, and driver's license.
- Yes No Are you currently on "layoff" status, subject to recall?

On what date will you be available for work? _____

Availability: (Please Check One)

- | Full Time | Part Time | Shift Work | Temporary |
|------------------------------|-----------------------------|--|-----------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If required, are you available for travel? | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If required, are you available for relocation? | |

References Other than Previous Employers or Relatives

Providing this information means that you give this organization permission to contact the references listed.

1. _____
Name Address Telephone No.

2. _____
Name Address Telephone No.

3. _____
Name Address Telephone No.

4. _____
Name Address Telephone No.

APPLICANT'S ACKNOWLEDGMENT

(This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and employee.)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Applicant's Signature Date