Instructions & Checklist Employment Application

[] This package contains: (1) Instructions and Checklist for the Employment Application; (2) Employment Application.
[] This application makes assertions regarding the company's practice of providing equal employment opportunities; review your company's policy to ensure its accuracy.
[] The applicant should sign the employment application.
[] If the applicant is hired, a copy of their employment application should be kept with their other employment records.
Laws vary from time to time and from state to state. These forms are not intended to be and are not a substitute for legal advice. Employers should consult with their attorneys before using this application to ensure that it complies with all laws.



APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration. POSITION APPLYING FOR: PERSONAL INFORMATION Last Name First Name Middle Initial **Current Address:** Street and Apt. # City State Zip Code Permanent Address (if different from above): Zip Code City Street and Apt. # State Social Security #: _____ State:_____ State:_____ I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: ____ Yes ___ No If applicable, please list your visa type, visa # and expiration: Have you ever been convicted of a felony? Yes _____ No If you answered yes, please explain: ____ Yes ___ No Have you ever served in the U.S. Military? If yes, please provide the following information: Branch of Service: _____ Rank at time of separation: _____ I served from ______ to ______. Special Honors:

Last Name:	First N	ame:	Middle Initial:	
EMPLOYMENT HISTOR	<u> </u>			
Present or Most Recent Em	ployer			
Employer:		Address:		
Your Position:		Salary:		
Duties:				
Dates of Employment:	to			
Supervisor:		Title	May we contact? Yes	No
		riue		
Reasons for Leaving:				
Prior Employer				
Employer:		Address:		
Your Position:		Salary:		
Duties:				
Dates of Employment:	to			
Supervisor:Name		Title	Yes	No
Reasons for Leaving:				
				_
Prior Employer				
Employer:	Addr		ress:	_
Your Position:	Salar		ry:	
Duties:				
Dates of Employment:				
			May we contact? Yes	No
		Title	May we contact? Yes	No

Last Name:	First Name: _	Middle Initial:				
EDUCATION						
High School						
Name and Address						
Did you graduate? Yes	No Atte	nded from to				
If you did not graduate, did you receive your GED? Yes No						
Special honors or awards:						
Technical or Vocational School						
Name and Address						
Did you graduate? Yes	No	Attended from to				
Degree or Certification:		Specialty:				
Special honors or awards:						
College or University						
Name and Address						
Did you graduate? Yes	No	Attended from to				
Degree:	Major:					
Special honors or awards:						
College or University						
Name and Address						
Did you graduate? Yes	No	Attended from to				
Degree:	Major:					
Special honors or awards:						

Last Name:	First Name:	Middle Initial:		
POSITION INFORMATION	ON:			
Position Specifications	;			
Position Applying For:				
How did you hear about this job	?			
What hours are you willing to w	ork?			
Would you be able to work wee	kends? Yes	No		
Are you willing to travel for the	job?Yes	No		
When would you would you be	able to start?			
Desired salary:	per			
Skills				
Please describe any skills you	nave in the following areas:			
Computer:				
Languages Spoken (other than	English):			
Other:				
		-		
I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.				
		this company is "at will," which means that reason not prohibited by state or federal		
Signature:		Date		