

Application for Employment



*Questions must be answered in your own handwriting. Complete all questions.

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip

Social Security No. _____ Home Phone _____ Work Phone _____ E-Mail _____

Position Desired _____ Salary Required _____

Start Date _____ Personal Goals _____

May we contact your present employer? _____ Current Salary _____ Are you over 18? _____

Are you related to anyone in our employ? _____ Name _____

Referred by _____ Ever applied here before? _____ When? _____

Do you have any restrictions on hours or travel? _____

Special skills or knowledge _____

How many days did you miss work last year? _____ Reasons _____

Have you been convicted of a felony or misdemeanor or released from prison in the past 7 years? _____

(This information may not prevent you from being hired.)

If yes, please explain: _____

Will visa or immigration status prevent lawful employment? _____ Do you smoke? _____

Have you ever been **denied** Workers Compensation? _____ How many times? _____

When _____ Where _____

REFERENCES - List below the names of 3 persons not related to you whom you have known at least one year.

Name	Address	Phone	Business	Years Acquainted

In an emergency, contact: _____
Name City/State Phone

EDUCATION	Name/Location of School	Subjects Studied	Did you graduate?
High School	_____	_____	_____
College	_____	_____	_____
Trade, Business, or Correspondence	_____	_____	_____
Degrees/Certificates Earned	_____		

EMPLOYMENT HISTORY - *Begin with your most recent employer. Include all employment for the past 10 years. List any periods and reason for self-employment and/or unemployment. Use additional pages if necessary.*

Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
_____	_____	_____
Supervisor _____	Last Salary _____	Location _____
Experience Learned: _____	Start Salary _____	Phone _____
Reason for Leaving: _____		
Employment Verified: _____		
Initials: _____		

Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
_____	_____	_____
Supervisor _____	Last Salary _____	Location _____
Experience Learned: _____	Start Salary _____	Phone _____
Reason for Leaving: _____		
Employment Verified: _____		
Initials: _____		

Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
_____	_____	_____
Supervisor _____	Last Salary _____	Location _____
Experience Learned: _____	Start Salary _____	Phone _____
Reason for Leaving: _____		
Employment Verified: _____		
Initials: _____		

Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
_____	_____	_____
Supervisor _____	Last Salary _____	Location _____
Experience Learned: _____	Start Salary _____	Phone _____
Reason for Leaving: _____		
Employment Verified: _____		
Initials: _____		

Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
_____	_____	_____
Supervisor _____	Last Salary _____	Location _____
Experience Learned: _____	Start Salary _____	Phone _____
Reason for Leaving: _____		
Employment Verified: _____		
Initials: _____		

Describe the duties and responsibilities of your most recent job: _____

Describe a recent experience in which you did a good job: _____

How do you know you have done a good job? _____

What do you want in a job? _____

What do you like about working? _____

What is important to you about working? _____

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What did you do that felt comfortable? What would you do differently? _____

Describe a project in which you were involved that required a team effort. What specific contributions did you make?

Have you ever been involved in a task/project that required you to work alone? If so, describe your responsibilities and accomplishments:

What do you know about this company and/or the position your are applying for?

Describe the management style you like best. Describe the management style you are least comfortable with:

THIS COMPANY RESERVES THE RIGHT TO CONDUCT PRE-EMPLOYMENT AND EMPLOYMENT DRUG TESTING.

I authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated without any previous notice. I understand that this is not a contract between my employer and me.

Signature _____ Date _____

Tell us how you feel you can best contribute to our company and the reasons we need to choose you over our other candidates. Tell us why you want to work here.

IT IS NOT NECESSARY TO PRINT. Sign and date this when you finish. Thank you for applying with us.