

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION														
Last Name					First				M.I.		Date			
Street Address								Apartment/Unit #						
City					State				ZIP					
Phone (s)					E-mail Address									
Date Available				Last four digits of SSN	XXX - XX-			Desired Salary	\$					
Position Applied for														
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>					
Have you ever worked for this company?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?									
Are you employed now?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, may we contact your employer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>					
Type of Employment	Full-time		<input type="checkbox"/>	Part-time		<input type="checkbox"/>	Summer		<input type="checkbox"/>	Temporary		<input type="checkbox"/>		
EDUCATION AND OFFICE SKILLS														
High School					Address									
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						
College or Trade School					Address									
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree					
Years of Typing Experience		Words Per Minute		Other Office Equipment Used	Printer	<input type="checkbox"/>	Copier	<input type="checkbox"/>	Fax	<input type="checkbox"/>	Scanner	<input type="checkbox"/>	Calculator	<input type="checkbox"/>
Computer Software and Hardware Experience														
EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)														
Company								Phone						
Address							Name and Position of Supervisor							
Job Title					Starting Salary	\$			Ending Salary	\$				
Responsibilities														
From		To		Reason for Leaving										
May we contact your previous supervisor for a reference?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>										

EMPLOYMENT HISTORY (CONTINUED)

Company					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		

MILITARY SERVICE

Branch					From		To	
Rank at Discharge					Type of Discharge			
If other than honorable, explain								

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature					Date		
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