

Application for Employment

(please print)

Applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. Please fill out the application to the best of your ability. Include with the application a cover letter telling us why you want to work for us and any other important information not included with the application.

PERSONAL

Name _____ Date _____
Last First Middle social security # _____

Present address _____ Phone # _____
No. Street City State Zip code

Position applied for _____

If hired, on what date will you be available for work? _____ 20__

Do you have a valid driver's license? _____ Are you over the age of 18? _____

List any experiences, skills, or qualifications that you feel would be an asset to our organization _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate? Date Graduated	List Diploma or Degree
			9	10	11	12		
High								
College								
Other (Specify)								

Past Employment
(List most recent first)

Name and Address of Company	Starting Date (mo/yr)	Ending Date (mo/yr)	Describe the work you did	Starting Hourly Wage	Ending Hourly Wage	Reason for Leaving	Name of Supervisor
Telephone:							

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May we contact the employers listed above? _____ if not, indicate which one(s) you do not want us to contact. _____

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and criminal record.

Signature of Applicant

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