

APPLICATION FOR EMPLOYMENT

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FORMER EMPLOYERS: LIST THE LAST FOUR EMPLOYERS, STARTING WITH PRESENT OR MOST RECENT.

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

IN CASE OF EMERGENCY, NOTIFY: _____

ADDRESS: _____ **PHONE:** _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, AT THE DISCRETION OF THE EMPLOYER, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

SIGNED: _____ **DATE:** _____

APPLICANT - DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY:		DATE:
REMARKS:		
NEATNESS:		
ABILITY:		
HIRED:	DEPT:	POSITION:
START DATE:	SALARY:	
APPROVALS:		
1. EMPLOYMENT MANAGER	2. EMPLOYMENT HEAD	3. GENERAL MANAGER

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PERSONAL INFORMATION:

NAME (LAST, FIRST, MIDDLE):		DATE:
PRESENT ADDRESS (STREET, CITY, STATE, ZIP):		
PERMANENT ADDRESS (STREET, CITY, STATE, ZIP):		
PHONE NUMBER: ()	SOC. SEC. #:	
STATE NAME AND RELATIONSHIP OF ANY RELATIVES IN OUR EMPLOY:	REFERRED BY:	

EMPLOYMENT DESIRED:

POSITION:	
DATE YOU CAN START:	SALARY DESIRED:
ARE YOU EMPLOYED NOW?	MAY WE CONTACT YOUR EMPLOYER?
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?	WHEN?
WHERE?	

EDUCATION:

SCHOOL	NAME AND LOCATION	GRADUATED		MAJOR SUBJECTS	CPA
		YES	NO		
GRAMMAR SCHOOL					
HIGH SCHOOL					
COLLEGE/ UNIVERSITY					
OTHER (SPECIFY)					

LAST NAME

FIRST NAME

MIDDLE NAME

OTHER INFORMATION:

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:
SPECIAL TRAINING:
ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, SEX, MARITAL STATUS, AGE, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

(CONTINUED ON OTHER SIDE)

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