



**2. KIND OF WORK DESIRED**

What kind of work are you seeking? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date you can begin work: \_\_\_\_\_

How were you referred to the Company? \_\_\_\_\_ Employment Agency \_\_\_\_\_ Friend  
\_\_\_\_\_ Walked In \_\_\_\_\_ Newspaper Advertisement \_\_\_\_\_ State Employment Office  
\_\_\_\_\_ Other

Certain Jobs may require working overtime and on weekends.  
Are you available for such hours of work? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Answering "No" to this question does not mean you will be ineligible for employment)

**3. EMPLOYMENT HISTORY**

**Last Employer**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving or desiring change: \_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Describe duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Employer**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving or desiring change: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Describe duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Education**

High School: \_\_\_\_\_

Name

City

State

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

Other schools attended:

\_\_\_\_\_

Name

City

State

Dates of attendance \_\_\_\_\_ to \_\_\_\_\_

Did you receive a degree? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

Area of study/type of degree? \_\_\_\_\_

Other schools attended:

\_\_\_\_\_

Name

City

State

Dates of attendance \_\_\_\_\_ to \_\_\_\_\_

Did you receive a degree? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

Area of study/type of degree? \_\_\_\_\_

**5. OTHER BACKGROUND**

During any period of employment with the company, will you work for another employer or do you intend to seek additional work elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe below the three most important things to you about the place you work.

1: \_\_\_\_\_

\_\_\_\_\_

2: \_\_\_\_\_

\_\_\_\_\_

3: \_\_\_\_\_  
\_\_\_\_\_

**6. REFERENCES**

Identify three persons not related to you that you have known for at least one year.

_____ Name	_____ Address/Phone	_____ Years
_____ Name	_____ Address/Phone	_____ Years
_____ Name	_____ Address/Phone	_____ Years

**READ BEFORE SIGNING**

I certify that the information on this application is complete, true and correct to the best of my knowledge. I understand that omission or misrepresentation of facts may be grounds for rejection of this application or for dismissal from employment as subsequently discovered.

I authorize investigation of all statements contained herein and of the references listed above to give you any and all pertinent information, personal or otherwise. I release all parties from liability or any damage that may result from furnishing the same to you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_