



## EMPLOYEE APPLICATION

### Personal Information

Name		Social Security Number	
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Are you 18 years or older?	Phone		

### Desired Employment

Position	Date you can start	Salary Desired
Are you employed now?	If so may we contact your present employer?	
Ever applied to this company before?	Where?	When?
Ever worked for this company before?	Where?	When?
Reason for leaving		
Name of last supervisor at this company		

### Education

School Level	Name and Location of School	Number of years attended	Did you graduate	Subjects Studied
High school				
College				
Trade, Business or Correspondence School				

### General

Subjects of special study or research work
Special training
Special skills

### Former Employers

List below your last three employers, starting with the most recent

Name of present or last employer			
Address		City	State Zip
Starting Date	Leaving Date	Job Title	
Starting Pay	Ending Pay	May we contact your supervisor?	
Name of supervisor		Title	Phone



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Description of work			
Reason for leaving			

Name of previous employer				
Address		City	State	Zip
Starting Date	Leaving Date	Job Title		
Starting Pay	Ending Pay	May we contact your supervisor?		
Name of supervisor		Title	Phone	
Description of work				
Reason for leaving				

Name of previous employer				
Address		City	State	Zip
Starting Date	Leaving Date	Job Title		
Starting Pay	Ending Pay	May we contact your supervisor?		
Name of supervisor		Title	Phone	
Description of work				
Reason for leaving				

### References

Below, give the names of three people you are not related to, whom you have known at least one year

Name	Address	Phone	Years acquainted



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### Service Record

Branch of service	Discharge date / Rank

Have you been convicted of a felony within the last 5 years?
If yes, explain (will not necessarily exclude you from consideration)

### Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

Signature	Date
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