



# APPLICATION FOR EMPLOYMENT

Please complete all pages.

## APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work  
 No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?      No                      Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT continued**

DO YOU HAVE A DRIVER'S LICENSE?    Yes    No

What is your means of transportation to work? \_\_\_\_\_

Driver's license

number \_\_\_\_\_ State of issue \_\_\_\_\_    Operator    Commercial (CDL)    Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?

How many? \_\_\_\_\_

Have you had any moving violations during the past three years?

How Many? \_\_\_\_\_

**OFFICE ONLY**

Typing    \_\_\_Yes  
           \_\_\_No          \_\_\_\_\_WPM

10-key    \_\_\_Yes  
           \_\_\_No

Word    \_\_\_Yes  
Processing    \_\_\_No          \_\_\_\_\_WPM

Personal    \_\_\_Yes          \_\_\_PC

Other \_\_\_\_\_

Computer    \_\_\_No          \_\_\_Mac

Skills \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone (    ) \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

**APPLICATION FOR EMPLOYMENT continued**

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?                      Yes      No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?                      Yes      No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**      Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer?    Yes    No

Did you complete this application yourself    Yes    No

If not, who completed it for you? \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT continued**

Please rate these character traits in order of importance to you. (1-5)

Honesty \_\_\_\_

Loyalty \_\_\_\_

Kindness \_\_\_\_

Self-control \_\_\_\_

Hard-working \_\_\_\_

Would you report a co-worker who was fudging on his time sheet? (Please explain)

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Would you advise a supervisor of something happening on a job site that would be negative to your employer – even if your co-workers advised you not to? (Please explain)

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Give an example of when work could interfere with your family.

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Give an example of where you or a co-worker demonstrated character in the work place.

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