

APPLICATION FOR EMPLOYMENT

FEDERAL LAW PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, DISABILITY, SEX OR NATIONAL ORIGIN, AS WELL AS DISCRIMINATION ON THE BASIS OF AGE AGAINST PERSONS BETWEEN THE AGE OF 40 AND 65 INCLUSIVE. SOME STATE AND CITY LEGISLATION PROHIBITS DISCRIMINATION BECAUSE OF AGE, MARITAL STATUS, SEXUAL PREFERENCE, RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN. CONSULT COMPETENT COUNSEL FOR FURTHER INTERPRETATION.

PERSONAL

First Name	Middle	Last	
Street & Number	Soc Sec No.		
City/State	Zip Code	Phone No	
How many addresses have you had in the last 5 years?			
How did you find out about this job?			
Drivers License No.	State Issued	Exp Date	
If hired, do you have a reliable means of transportation to get to work?			
Salary Desired	Least acceptable salary		
Are you a U.S citizen?	If no, do have the legal right to work in the U.S.?		
Are you at least 18 years old?			

EMPLOYMENT DATA

Are you seeking:	Temporary	Full time	Part Time
What position are you applying for?			
What hours & shifts would you prefer to work?			
Please indicate shifts you would not be available to work			
Are you willing to work Overtime?	Weekends?		
Experience, Special Skills or Training:			
Are you currently employed?	When would you be able to start?		
List any friends or relatives employed by this company?			
Are you on layoff and subject to recall?			
Have you ever been discharged or asked to resign from any position?			
If yes, please describe:			
How many days have you missed from school or work within the last 12 months?			Been Late?
How many days of work have you missed in the last 3 years for other than sickness?			
Please describe:			

EDUCATION

Please indicate highest level attended			
Elementary	1 2 3 4 5 6 7 8	High School	9 10 11 12 G.E.D. _____
Name & City:			
College 1 2 3 4 5 6			
Name & City:			
Degree & Major:			

MILITARY SERVICE

Are you a veteran?	If yes, give dates of service:
Special skills or training:	

WORK HISTORY

Please list your last 4 employers. Begin with the most recent employer.

Company	Address	Phone	From	To
Job Title	Give specific reason for leaving		Supervisors name and title	
Describe duties briefly:		Starting Salary	Ending Salary	

Company		Address		Phone		From			
						To			
Job Title		Give specific reason for leaving				Supervisors name and title			
Describe duties briefly:				Starting Salary		Ending Salary			
Company		Address		Phone		From			
						To			
Job Title		Give specific reason for leaving				Supervisors name and title			
Describe duties briefly:				Starting Salary		Ending Salary			
Company		Address		Phone		From			
						To			
Job Title		Give specific reason for leaving				Supervisors name and title			
Describe duties briefly:				Starting Salary		Ending Salary			
May we contact the employers listed above?									
If not, tell us which one(s) you do not wish us to contact and why:									
How many jobs have you had in the last 10 years that are not listed above?									
Why are you seeking a position at this time?									
What is the job you have enjoyed most & why?									
List any outside interests, including organizations, you're active in that are business related:									
Bonding and money handling security policies require that we ask if you have ever been convicted of a felony?									
On Parole?				Awaiting Trial?					
If yes, state the nature of the offense and disposition of the case. Include dates and places. Note: Felony convictions or the existence of a criminal record does not constitute an automatic bar to employment:									
<p>I authorize this company to make an investigation of all information contained in this application for employment and I release from all liability all companies and corporations supplying such information. I understand that any false answers, statements or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer. I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record and any other investigative report they deem necessary through various third party sources. Upon my formal written request, within a reasonable period of time, I will be notified as to the nature and scope of such investigation. I realize I hereby agree to submit to any drug test that may be required of me, whether, prior to my employment or if employed by this company at any time hereafter, if requested. I will take a physical examination post job offer and employment will be conditional upon passing such examination. During such employment, I understand and agree that in the event that I receive medical treatment for any condition, including a physical, psychological, emotional or psychiatric condition that is job related. I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company designated physician. I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time and that the company may change wages, benefits and conditions at any time. My employment is at will. I have read and understand the above.</p>									
Applicants Signature								Date	
Check one of the following (Ethnic Origin)									
White		Hispanic		American Indian/Alaskan Native					

	Black		Other		Asian/Pacific Islander		
Sex							
Age (between 40 and 65)							
Check if any of the following are applicable:							
Vietnam Era Veteran		Disabled veteran					
Check here if you require religious accommodations:							
Do you have any physical, mental or medical impairment or regularly use any drugs or medication which might interfere with your ability to perform or would require reasonable accommodation for the job for which you are applying? _____							