**APPLICATON FOR EMPLOYMENT**

**PLEASE TYPE OR PRINT POSITION APPLIED FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL DATA**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_**

**ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S.S. NUMBER:\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_**

**IN CASE OF EMERGENCY NOTIFY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(NAME) (RELATIONSHIP) (EMERGENCY PHONE #:)**

**DO YOU OWN A CAR? YES OR NO DRIVER'S LICENSE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARE YOU IN GOOD HEALTH? YES OR NO HAVE YOU HAD A SERIOUS ILLNESS OR OPERATION? YES OR NO**

**IF YES, PLEASE EXPLAIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT HISTORY**

**ARE YOU CURRENTLY EMPLOYED? YES OR NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(IF YES, BY WHOM?)**

**EMPLOYER ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLOYER PHONE #:(\_\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_**

**HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FROM A JOB? YES OR NO**

**IF YES, PLEASE EXPLAIN CIRCUMSTANCES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**APPROXIMATELY HOW MANY DAYS HAVE YOU MISSED FROM WORK IN THE PAST TWO (2) YEARS & WHY?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EDUCATIONAL HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF SCHOOL** | **NAME OF SCHOOL** | **LOCATION** | **YRS. COMPLETED** | **MAJOR DEGREE** |
| **HIGH SCHOOL** |  |  |  |  |
| **COLLEGE** |  |  |  |  |
| **BUSINESS/TRADE SCHOOL** |  |  |  |  |
| **PROFESSIONAL/GRADUATE SCHOOL** |  |  |  |  |
| **PLEASE DESCRIBE OTHER TRAINING, SEMINARS, COURSEWORK, ETC. THAT APPLIES TO THE JOB** |  |  |  |  |

**EMPLOYMENT REFERENCES**

**(PLEASE LIST YOUR LAST THREE (3) PLACES OF EMPLOYMENT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF EMPLOYER** | **TELEPHONE #:** | **POSITION:** | **IMMEDIATE SUPERVISOR:** | **LENGTH OF EMPLOYMENT:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CHARACTER REFERENCES**

**(PLEASE LIST THREE (3) PERSONS AS REFERENCES)**

|  |  |
| --- | --- |
| **NAME:** | **TELEPHONE NUMBER:** |
|  |  |
|  |  |
|  |  |

**APPLICATION SIGNATURE**

**I HEREBY CERTIFY THAT ALL STATEMENTS HEREIN MADE AND ATTACHED HERETO ARE TRUE TO THE BEST OF MY KNOWLEGDE AND BELIEF, AND I KNOW THAT ANY FALSEHOOD OR MISREPRESENTATION LATER DISCLOSED WILL BE SUFFICIENT GROUNDS FOR TERMINATION OF EMPLOYMENT.**

**APPLICANT’S SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

**REFERENCES VERIFIED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_