

EMPLOYMENT APPLICATION

Name: _____ Social Security No: _____
 Present Address: _____ City: _____
 State: _____ Zip: _____ Telephone: () _____
 Business Telephone: () _____ Date of Birth: _____
 Previous Address: _____ City: _____ State: _____
 Position applying for _____ Date available: _____
 Salary desired _____ Weekly/Monthly/Yearly Would you accept another position? Yes/No

Are you willing to work:	Yes	No	Indicate applicable work skills
Overtime (over 40 hrs/wk)	_____	_____	Typing _____ WPM
On Call	_____	_____	Shorthand _____ WPM
Rotating Shifts	_____	_____	Keypunch _____ SPH
Nights/Weekends (Sat/Sun)	_____	_____	Word processing _____ System
Holidays	_____	_____	Transcription _____ WPM
Travel	_____	_____	

Other job related skills _____
 Are you applying for: Full Time _____ Part Time _____ Temporary _____
 Are you willing to provide necessary documentation to establish your identity and your authorization to work in the U.S. under the Immigration Reform and Contract Act of 1986? Yes _____ No _____
 Are you older than 18 years of age? Yes _____ No _____ Do you have any physical defects or impediments which might, in any way, hinder your ability to perform the job for which you have applied? Yes/No
 If yes, please explain:

Since reaching age 18, have you ever been convicted of a misdemeanor or felony? (Note: Convictions will not necessarily bar you from employment, but are reviewed as related to the relevancy of the job applied for.)
 Yes _____ No _____ If yes, please explain:

Military service? Yes _____ No _____ If yes, from _____ to _____
 Branch of service _____ Highest Ranking: _____

Emergency Contact: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Phone: _____

Education:	School	Last Year Completed	Graduate	Diploma
High School:	_____	1 2 3 4	_____	_____
College:	_____	1 2 3 4	_____	_____

Technical, Business or Professional

Professional licenses/Certifications: _____ State _____ Expiration Date _____ Registration No _____

Please list name, address, and phone number of previous employers with most recent. Periods of unemployment should be included.

1) Employer: _____ Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Job Title: _____
Dates of employment: From: _____ To: _____ Ending Salary: _____
Immediate Supervisor: _____
Duties: _____

Reason for leaving: _____

2) Employer: _____ Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Job Title: _____
Dates of employment: From: _____ To: _____ Ending Salary: _____
Immediate Supervisor: _____
Duties: _____

Reason for leaving: _____

3) Employer: _____ Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Job Title: _____
Dates of employment: From: _____ To: _____ Ending Salary: _____
Immediate Supervisor: _____
Duties: _____

Reason for leaving: _____

May we contact a previous employer? Y/N Has notice been given to previous employer? Y/N
Is there any addition information relative to change in name necessary to verify your work history? Y/N
If yes, explain: _____

Please list references (not relative or employer) to contact who are acquainted with your work history:

	Name	Title/Occupation	Company/Address	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Make any comments you feel are pertinent to your application:

I authorize you, at the time of my application for employment, to obtain information from any source as to my education, experience, competence, character or medical history, as it relates to the position I have applied or in which I may be employed unless otherwise stated. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of this application. I agree that all statements made in this application may be investigated. I also understand that I may be required to successfully complete a physical examination/drug screening for initial and continued employment. I further understand that in the event I am employed, such employment is at will. Neither I nor the employer have agreed on any specific period of employment nor any specific benefits unless otherwise set forth in a separate contract.

Date: _____ Signature: _____