DATE:

NAME:

Last First Middle initial

CURRENT ADDRESS:

Street address Apartment number

City State Zip

TELEPHONE NUMBER: ( ) CELL PHONE NUMBER: ( ) EMAIL ADDRESS:

Are you 18 years of age or older? yes no If not, state your age: If not, do you have the required working papers? yes no

Are you a US citizen or do you have a legal right to work in the United States? yes no Have you ever been known by any other names that this company will require to verify any of the

information on this application?

**EMPLOYMENT DESIRED**

Position applying for: Date you can start: Salary requested: Full-time Part-time Shift Work Seasonal Are you employed now? If so, may we contact your present employer? Have you ever applied to this company before? Where? When?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Name of School** | **City, State** | **Number of Years**  **Attended** | **Subjects Studied or**  **Degree(s)Obtained** |
| **High School** |  |  |  |  |
| **College** |  |  |  |  |
| **Trade, Business or Technical School** |  |  |  |  |

Subjects of special study, certifications, licenses, endorsements or research work:

U.S. Military Service Rank Other training or skills (manufacturing or office machines operated, special courses, computer skills, etc.)

We are an Equal Opportunity Employment company. We are dedicated to a policy of non-discrimination in employment on any basis including: race, creed, color, age, sex, sexual orientation, national origin, disability, marital status, military status, genetic predisposition or arrest and conviction records.

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**EMPLOYMENT HISTORY**

Former Employment: (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

**Company Name**: Job Title: Address: Number Street City State Zip

Telephone Number ( )

Start Date: / / Detailed Job Duties:

End Date: / /

Rate of Pay:

Reason for Leaving:

**Company Name**: Job Title: Address: Number Street City State Zip

Telephone Number ( )

Start Date: / / Detailed Job Duties:

End Date: / /

Rate of Pay:

Reason for Leaving:

**Company Name**: Job Title: Address: Number Street City State Zip

Telephone Number ( )

Start Date: / / Detailed Job Duties:

End Date: / /

Rate of Pay:

Reason for Leaving:

**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address &Telephone Number** | **Business** | **Years Acquainted** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

I hereby give authorization to check the references given in this application. I understand that

misrepresentation or omission of facts called for will not be interpreted in my favor.

Signature Date

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