

EMPLOYMENT APPLICATION

PERSONAL DATA

Name _____ Social Security No. _____
 Present Address _____
 City _____ State _____ Zip/Postal Code _____
 Telephone No. Home _____ Business _____
 Previous Address _____
Street City State Zip-PC
 Position applied for _____
 Date available for employment _____ Salary Desired _____
 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	_____	_____	Word processor _____ (system)
Weekends (Sat./Sun.)	_____	_____	Transcription <input type="checkbox"/> yes <input type="checkbox"/> no
Holidays	_____	_____	Other job-related skills _____
Travel	_____	_____	

Are you applying for full time part time permanent temporary
 How were you referred to this organization? _____
 Do you have any relatives working for this organization? yes no
 If yes, name _____ Relationship _____
 Department _____
 Have you ever been employed by this organization? yes no
 If yes, position _____ department _____ from _____ to _____
 Are you a US citizen? yes no
 If no, do you have a legal right to work in the United States? yes no
 Are you older than 18 and less than 70? yes no If no, please specify age _____
 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 rank obtained _____
 In an emergency, notify: Name _____
 Address _____ Telephone No. _____

EDUCATION

School: Name and Address	Course of study	Circle last year completed	Did you graduate?	Diploma/Degree
High School		1 2 3 4	Yes _____ No _____	
College		1 2 3 4	Yes _____ No _____	
College		1 2 3 4	Yes _____ No _____	
Technical, Business or Professional		1 2 3 4	Yes _____ No _____	

Professional licenses/certifications

Type	State	Exp. Date	Registration No.

PREVIOUS EXPERIENCE

Please list name, address, and phone number of previous employers with most recent employer first. Periods of unemployment should be included.	FROM	TO	Immediate Supervisor	Last Salary Hourly, Monthly or Yearly
Job title _____ Employer name, address & telephone _____ Duties _____ Reason for leaving _____				
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Job title _____ Employer name, address & telephone _____ Duties _____ Reason for leaving _____				

REFERENCES

May we run an employment check from the employers listed above? yes no

Has notice been given to present employer? yes no

Is there any additional information relative to change in name necessary to check your work history? yes no

If yes, please explain _____

Please list references (not relatives or employers) to contact who are acquainted with your work history.

Name	Title/Occupation	Company/Address	Telephone No.
1.			
2.			
3.			

REMARKS

Make any comments you feel are pertinent to your application _____

I authorize you, at the time of my application for employment or during the course of my employment, to obtain information from any source as to my education, experience, competence, character or medical history, as it relates to the position for which I 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 medical exam 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 pay or benefits unless otherwise set forth in a separate contract.

Date _____ Signature _____