

## Employment Application

Name: <i>Last</i>	<i>First</i>	<i>Middle</i>
Present Address: <i>Street</i>	<i>City, State</i>	<i>Zip</i>
Permanent Address: <i>Street</i>	<i>City, State</i>	<i>Zip</i>
Phone:	E-mail:	
If related to anyone in our employ, state name and department:	Referred by:	

<b>EMPLOYMENT DESIRED</b>	T-Shirt Size
Position:	Date You Can Start:
Are You Employed Now?	Salary Desired:
Have You Applied To This Company Before?	If So, May We Inquire of Your Present Employer:
	If So, When?

	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
MIDDLE SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE/BUSINESS/ CORRESPONDENCE SCHOOL				

Subjects Of Special Study Or Research Work?		
What Foreign Languages Do You Speak Fluently?	Read	Write
Activities: Civic, Athletic, etc...		

(Exclude organizations, the name or character of which indicates the race, creed, sex marital status, age, color, or national origin of its members.)

**FORMER EMPLOYERS** (List below last four employers, starting with last one first.)

DATE (MONTH AND YEAR)	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

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

NAME	ADDRESS	PHONE	YEARS ACQUAINTED
1.			
2.			
3.			

In case of emergency, please notify:

NAME:	ADDRESS:	PHONE:
-------	----------	--------

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

SIGNATURE:

DATE:

\*\*\*\*\**(Do not write below this line)*\*\*\*\*\*

**OFFICE USE:**

Interviewed by:		Date:		
Remarks:				
Neatness:				
Ability:				
Hired:	For Dept:	Position:	Will Report:	Salary Wages:
Approved by:	Department Director:		General Manager:	