

Today's Date: _____

PERSONAL INFORMATION

Name: *First* _____ *Middle* _____ *Last* _____

Present address: *Street* _____ *City* _____ *State* _____ *Zip* _____

Permanent address: *Street* _____ *City* _____ *State* _____ *Zip* _____

Phone number: *CellPhone* _____ *HomePhone* _____

Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Desired salary: _____

Are you employed now? Yes No Is so may we inquire of your present employer? Yes No

Have you applied to this company before? Yes No When? _____

Referred by: _____

EDUCATION

College: _____ No. years attended: _____

Did you graduate? Yes No Subjects studied: _____

Trade, business, or correspondence school: _____ No. years attended: _____

Did you graduate? Yes No Subjects studied: _____

GENERAL (IF APPLICABLE)

Do you have any special studies or research work? _____

Special skills: _____

Activities (civic, athletic, etc.): _____

U.S. Military or Naval Service: _____ Rank: _____

EMPLOYMENT INFORMATION *List the last three employers, starting with the latest one first.*

Name of employer: _____ Position: _____

Employer address: Street _____ City _____ State _____ Zip _____

Dates of employment: MM _____ DD _____ YYYY _____ Salary: _____

Reason for leaving: _____

Name of employer: _____ Position: _____

Employer address: Street _____ City _____ State _____ Zip _____

Dates of employment: MM _____ DD _____ YYYY _____ Salary: _____

Reason for leaving: _____

Name of employer: _____ Position: _____

Employer address: Street _____ City _____ State _____ Zip _____

Dates of employment: MM _____ DD _____ YYYY _____ Salary: _____

Reason for leaving: _____

Which one of these jobs did you like the best? _____

What did you like most about this job? _____

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

Name	Phone	Business	Years Acquainted

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in wrong and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Signature: _____ Date: MM _____ DD _____ YYYY _____