



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name: _____
First Middle Initial Last

Address: _____
Number Street City State How Long

Telephone #: _____

Email address: _____

WORK OBJECTIVES:

Type of Work Preferred: 1. _____
 2. _____

Hours Preferred: Full Time Part Time Date Available _____

Are you willing to work overtime if necessary? Yes No

What is the minimum hourly wage/monthly salary you will accept? _____

Are you under 18? Yes No

EDUCATIONAL BACKGROUND:

NAME OF SCHOOL	DATES ATTENDED FROM TO	GRADUATE		FIELD OF STUDY DEGREES & CERTIFICATES
		YES	NO	
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
BUSINESS OR TRADE SCHOOL				
OTHER				

SKILLS & ACHIEVEMENTS:

EMPLOYMENT HISTORY:

(List your most recent employer first. Do not complete this section if you have a resume to attach.)

COMPANY NAME	DATE HIRED	YOUR JOB TITLE
COMPANY ADDRESS	DATE OF SEPARATION	YOUR HOURLY WAGE/SALARY
YOUR DUTIES	TELEPHONE NUMBER	NAME OF SUPERVISOR
REASON FOR SEPARATION	MAY WE CONTACT THEM?	WOULD YOU BE REHIRED

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GENERAL INFORMATION:

How did you hear about us? _____

Would you be willing to take a drug test? Yes No

Have you ever been convicted of a felony or other serious offense? Yes No

Do you have a driver's license? Yes No

Do you have a certified driver's license? Yes No

What type of applicator's license do you have, if any? _____

Do you type? Yes No How many words per minute? _____

List business machines you can operate _____

List the different languages you speak _____

List computer programs you have used _____

SERVICE OUTLOOK:

In the space provided below, give a brief statement on customer service:

The information contained in this application is correct to the best of my knowledge. I understand that any misrepresentation in this application may be grounds for refusal to hire or termination of employment.

Signature of Applicant

Date