

Date of Application \_\_\_\_\_

Position(s) applied for:    Warehouse            Manufacturing            General Office            Graphic Arts  
   Other \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (include area code) \_\_\_\_\_

Have you been convicted or pled guilty of a felony in the past seven years?

(Note: A conviction will not necessarily bar you from employment.)    No    Yes    If yes, explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Availability

Type of employment desired:    Full Time            Part Time            Seasonal            Educational Co-Op

Date available for work \_\_\_\_\_

Total hours available per week \_\_\_\_\_

		M	T	W	TH	F
HOURS AVAILABLE	FROM					
	TO					

Are you 18 years or older?     Yes     No    If no, birth date \_\_\_\_\_    If no, can you provide a work permit?     Yes     No

Are you a U.S. citizen?     Yes     No    If no, are you legally eligible for U.S. employment?     No     Yes

(Note: Proof of citizenship or immigration status will be required upon employment.)

### Employment History

1. Company \_\_\_\_\_ Dates Worked \_\_\_\_\_ to \_\_\_\_\_

Street Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Pay Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

2. Company \_\_\_\_\_ Dates Worked \_\_\_\_\_ to \_\_\_\_\_

Street Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Pay Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

3. Company \_\_\_\_\_ Dates Worked \_\_\_\_\_ to \_\_\_\_\_  
Street Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Pay Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_

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## Educational Background

### HIGH SCHOOL

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Highest grade completed \_\_\_\_\_ Did you graduate?  Yes  No

### COLLEGE/TECHNICAL SCHOOL

Name \_\_\_\_\_ Major \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Years attended \_\_\_\_\_ Did you graduate?  Yes  No  
Specific area of study \_\_\_\_\_

### MILITARY

Branch of Service \_\_\_\_\_ Date entered \_\_\_\_\_  
Date Discharged \_\_\_\_\_ Highest Rank \_\_\_\_\_  
Do you have technical specialization or experience applicable to civilian employment?  Yes  No If yes, please explain  
\_\_\_\_\_

### SPECIAL SKILLS

Typing \_\_\_\_\_ wpm Computers \_\_\_\_\_ Which software have you used? \_\_\_\_\_  
\_\_\_\_\_

What foreign languages do you speak fluently? \_\_\_\_\_

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## Personal References (List persons not related to you that you have known at least one year)

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have become employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the company has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability, the employer and its representatives for seeking such information and all other persons, corporation or organization for furnishing such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_