

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) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Have you been convicted or pled guilty of a felony in the past seven years?  No  Yes If yes, explain \_\_\_\_\_

*(Note: A conviction will not necessarily bar you from employment.)*

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

### 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
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 (\_\_\_\_) \_\_\_\_\_

I 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 \_\_\_\_\_