

APPLICATION FOR EMPLOYMENT



GENERAL INFORMATION

Name Last		First		Middle	
Social Security Number		Date of Birth (Month, Day, Year)		Birthplace (City & State)	
Mailing Address (include apartment number)			City	State	Zip Code
Home Phone	Work Phone	How were you referred to this position?			
What position are you applying for?			Salary Desired?		

EMERGENCY NOTIFICATION

Name (Relationship)	Phone # (Home)	(Work)	Address (Street, City, State)
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AVAILABILITY

When can you start work?	Are you willing to travel? CONUS Foreign YES NO YES NO	Are you physically capable to performing the essential functions of the position you applied for? YES NO
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EDUCATION

Grammar School (Name)	Location	Subjects Studied	Date Graduated
High School (Name)	Location	Subjects Studied	Date Graduated
College (Name)	Location	Subjects Studied	Date Graduated
Trade School (Name)	Location	Subjects Studied	Date Graduated

Describe any specialized licenses, training skills, apprentices, or extracurricular activity relating to applied position:

WORK EXPERIENCE *If you have no work experience, write "NONE"*

May we ask your present employer about your character, qualifications, and work record? Yes No

Describe your job history during the last ten years, **starting with the most current or present employer.**
(continue on page 2 or attach additional pages - if necessary)

Name of Employer	Address	From: Dates Employed	To: _____	Salary
Description of work: Specific duties, responsibilities, and accomplishments, including job title(s):				
Reason for leaving:				

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SPECIAL SKILLS ACCOMPLISHMENTS AND AWARDS

List your special skills or accomplishments. Some examples are: Skills with computers or machines, heavy equipment, welding, etc.

Typing/WPM: _____ List job related licenses or certificates held: _____ Date _____ Issuing Authority _____

Dictation/WPM: _____

Do you speak any language other than English? YES NO

If "YES", list each language and place an "X" in each column that applies to you.

If "NO", please continue.

Language(s)	Can prepare & give lectures	Speak & understand	Can translate
1) _____			
2) _____			
3) _____			

Are you proficient in any computer programs? YES NO

If "YES", please list programs and version below.

If "NO", please continue.

Describe the experience you have with these programs and applicatons in which they were used.

REFERENCES

List those individuals willing to provide professional or personal references

<u>Name</u>	<u>Telephone Number</u>	<u>Address (number, street, city, state, and zip code)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN, AND THE REFERENCES LISTED ABOVE TO GIVE ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE. PERSONAL OR OTHERWISE, AND RELEASED ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, 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 PRIOR NOTICE."

Signature _____

Date (Month, Day, Year) _____

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF NON-JOB-RELATED MEDICAL CONDITION, DISABILITY, OR ANY OTHER LEGALLY PROTECTED STATUS.

