



## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

**PERSONAL INFORMATION**

	Date	Social Security Number	
<hr/>			
Name			
	Last	First	Middle
<hr/>			
Present Address			
	Street	City	State      Zip
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Permanent Address			
	Street	City	State      Zip
<hr/>			
Phone Number			
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Referred By	Are you 18 years of age or older?	Yes	No

**EMPLOYMENT DESIRED**

Position	Date You Can Start	Salary Desired	
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Are You Employed Now?	Yes    No	If So May We Inquire of Your Present Employer?	Yes    No
<hr/>			
Have You Ever Applied to this Company Before?	Yes    No	Where?	When?
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Do You Seek a Reasonable Accommodation to Perform the Essential Functions of the Job for Which You Applied?			

**AVAILABILITY FOR WORK?**

Type of Work:	Part Time	Full Time	Temporary or Short Term	Long Term			
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Shifts or Time of Day:	Day	Afternoon	Graveyard	Rotating			
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Days of the Week:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
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Will you work daily overtime on occasion if necessary?				Will you work extra days in the week if necessary?			
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Do you plan to work elsewhere or attend school and work here too?				Do you have any on-going obligations or other personal commitments that would affect your work schedule?			

**PRIOR EVENTS**

Have you ever been discharged or asked to resign from previous employment?  
 \_\_\_\_\_

Have you ever been refused a surety bond or ever had one cancelled?  
 \_\_\_\_\_

Have you ever been convicted of a felony? If so, explain in detail.  
 (A criminal record does not automatically bar employment)  
 \_\_\_\_\_

**EDUCATION**

Name and Location of School	Last Year Completed				Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School	1	2	3	4	Yes    No	
High School	1	2	3	4	Yes    No	
College	1	2	3	4	Yes    No	
Trade, Business or Correspondence School	1	2	3	4	Yes    No	

