# PERSONAL INFORMATION

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle Maiden

Present Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number Street City State Zip

Telephone Number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Security No. \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_a.m./p.m.

If you are under 18 years of age, can you provide required

proof of your eligibility to work? \_\_\_\_\_Yes\_\_\_\_\_\_No

Have you ever filed an application with us before? \_\_\_\_\_Yes\_\_\_\_\_\_No

If yes, give date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do any of your relatives work here? \_\_\_\_\_Yes\_\_\_\_\_\_No If yes, state name, relationship and location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Available for Work\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Employment desired: \_\_\_\_\_\_ Full Time \_\_\_\_\_\_ Part Time Only \_\_\_\_\_\_ Full or Part-Time

What is your desired salary range ?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +/-

Are you currently employed? \_\_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_No

May we contact your present employer?\_\_\_\_\_\_\_\_Yes\_\_\_\_\_\_\_No

Are you currently on “lay-off” status and subject to recall? \_\_\_\_\_\_Yes\_\_\_\_\_\_\_No

Do you have a Driver’s License? \_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_No

Have you ever been convicted of a crime? \_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of School**   | **Name of School**  | **Location** **(Complete mailing** **address )**  | **Course of Study**  | **Diploma/Degree**  |
|     |    |    |    |    |
|     |    |    |    |    |
| Business Or Trade School    |   |   |   |   |
| Graduate/Professional School   |     |    |    |    |
|  Other   |   |   |   |   |

Have you ever been in the Armed Forces? \_\_\_\_\_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_\_No

Are you now a member of the National Guard? \_\_\_\_\_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_\_No

Specialty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Entered\_\_\_\_\_\_\_\_\_\_\_\_\_\_Discharge Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Discharge\_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience for the past five years beginning with your most recent job held. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Attach additional sheets if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer    | Name of Last Supervisor   | Employment Dates   | Pay or Salary  |
| Address City, State, Zip Code Phone Number    |     | From:  To:   | Start  Final   |
| Your last job title   |
| Reason for leaving (be specific)  |
| List the jobs you held, duties performed, Skills used or learned, advancements or promotions while you worked at this company.       May we contact your former employer? \_\_\_\_Yes \_\_\_\_\_No |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer   | Name of Last Supervisor   | Employment Dates  | Pay or Salary  |
| Address City, State, Zip Code Phone Number    |      | From:  To:  | Start  Final  |
| Your last job title   |
| Reason for leaving (be specific)   |   |
| List the jobs you held, duties performed, Skills used or learned, advancements or promotions while you worked at this company.       May we contact your former employer? \_\_\_\_Yes \_\_\_\_No  |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer   | Name of Last Supervisor   | Employment Dates  | Pay or Salary  |
| Address City, State, Zip Code Phone Number    |      | From:  To:  | Start  Final  |
| Your last job title   |   |   |
| Reason for leaving (be specific)   |   |   |   |
| List the jobs you held, duties performed, Skills used or learned, advancements or promotions while you worked at this company.        May we contact your former employer? \_\_\_Yes \_\_\_No  |   |   |   |

# SPECIALIZED/PROFESSIONAL EXPERIENCE

Describe any specialized training, apprenticeship, skills and extra-curricular activities.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List professional, trade, business or civic activities and offices held. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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|  |  |  |  |
| --- | --- | --- | --- |
|  \_\_\_\_\_\_\_\_\_\_Terminal \_\_\_\_\_\_\_\_\_\_Typing  \_\_\_\_\_\_\_\_\_\_WPM   |  \_\_\_\_\_\_\_\_Spreadsheet \_\_\_\_\_\_\_\_Shorthand  \_\_\_\_\_\_\_\_WPM   |  \_\_\_\_\_\_\_\_\_\_PC/MAC  \_\_\_\_\_\_\_\_\_\_Spreadsheet    |  \_\_\_\_\_\_\_\_\_Word Processing Other (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |

# ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes \_\_\_\_ No \_\_\_\_

**PROFESSIONAL REFERENCES** - Do not include family members

|  |  |  |  |
| --- | --- | --- | --- |
|  Name  | Phone Number  | Best Time to Call  | Occupation  |
|   1. |    |    |   |
|    2. |    |    |    |
|    3. |    |    |   .  |

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that 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 previous notice.

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

# Signature of Applicant Date

 **IF YOU HAVE A RESUME, PLEASE ATTACH IT TO THIS APPLICATION.**

**DO NOT WRITE BELOW THIS LINE**

**REMARKS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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