



**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

NAME \_\_\_\_\_ SS# \_\_\_\_\_

LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP

PHONE # \_\_\_\_\_ ARE YOU 18 YEARS OLD OR OLDER?  YES  NO

**EMPLOYMENT DESIRED**

POSITION DESIRED? \_\_\_\_\_ DATE YOU CAN START? \_\_\_\_\_ SALARY DESIRED? \_\_\_\_\_

DO YOU HAVE LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING? \_\_\_\_\_

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATIONS? \_\_\_\_\_

ARE YOU PRESENTLY EMPLOYED? \_\_\_\_\_ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

IF RELATED TO ANYONE EMPLOYED BY US, STATE NAME AND LOCATION \_\_\_\_\_ REFERRED BY? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF YES, EXPLAIN \_\_\_\_\_

**AVAILABILITY**

★ STORES OPEN 10 A.M. - MIDNIGHT EVERY DAY ★

	SUN	MON	TUES	WED	THURS	FRI	SAT
AM							
PM							

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DEGREE RECEIVED	MAJOR OR SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

U.S. MILITARY OR NAVAL SERVICE \_\_\_\_\_ RANK \_\_\_\_\_ PRESENT MEMBERSHIP IN THE NATIONAL GUARD OR RESERVES \_\_\_\_\_

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

ACTIVITIES, HOBBIES, PROFESSIONAL ASSOCIATIONS & INTERESTS (EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.) \_\_\_\_\_

PERSONAL AND CAREER GOALS \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY \_\_\_\_\_

NAME ADDRESS PHONE #

**FORMER EMPLOYERS**

LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT.

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_  
EMPLOYER NAME ADDRESS PHONE

POSITION \_\_\_\_\_ SALARY \_\_\_\_\_

RESPONSIBILITIES \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_  
EMPLOYER NAME ADDRESS PHONE

POSITION \_\_\_\_\_ SALARY \_\_\_\_\_

RESPONSIBILITIES \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_  
EMPLOYER NAME ADDRESS PHONE

POSITION \_\_\_\_\_ SALARY \_\_\_\_\_

RESPONSIBILITIES \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_  
EMPLOYER NAME ADDRESS PHONE

POSITION \_\_\_\_\_ SALARY \_\_\_\_\_

RESPONSIBILITIES \_\_\_\_\_

**REFERENCES**

LIST THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	PHONE	CITY/STATE	BUSINESS	YEARS ACQUAINTED

"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 YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL 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 ANY PREVIOUS NOTICE."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

