



# EMPLOYMENT APPLICATION

PLEASE DO NOT WRITE IN SHADED AREAS – FOR OFFICE USE ONLY

**PLEASE PRINT**

\_\_\_\_\_  
First Name M.I. Last

\_\_\_\_\_  
Apartment # Street Address Preferred Name / Nickname

\_\_\_\_\_  
City State Zip Code Today's Date

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Alternate/Work Phone E-Mail Address Emergency Number Contact

**PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION.**

Are you interested in: Temporary / Consulting Work \_\_\_\_\_ Permanent Placement \_\_\_\_\_ Part-time \_\_\_\_\_

How did you hear about us? Classified Ad \_\_\_\_\_ Friend (Name) \_\_\_\_\_ Radio \_\_\_\_\_ Internet \_\_\_\_\_

Hourly Pay (minimum if applicable) \_\_\_\_\_ Annual Pay (minimum) \_\_\_\_\_ Annual Pay (desired) \_\_\_\_\_

Have you ever been convicted of a felony, convicted of a misdemeanor involving dishonesty or moral turpitude, or convicted in a military court martial?  
(A conviction will not automatically bar you from employment) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Please explain \_\_\_\_\_

Is it legal for you to work in this country? Yes \_\_\_\_\_ No \_\_\_\_\_ When are you able to start work? (Date) \_\_\_\_\_

What hours do you prefer to work?  
Full-Time (normal business hours) \_\_\_\_\_ Part-Time \_\_\_\_\_ Full-Time (2<sup>nd</sup> shift) \_\_\_\_\_ Full-Time (3<sup>rd</sup> shift) \_\_\_\_\_ Weekend (Days) \_\_\_\_\_

In what local area do you prefer to work? \_\_\_\_\_

Will you work in a non-smoking office? Yes \_\_\_\_\_ No \_\_\_\_\_ Smoking office? (in states where smoking at work is allowed.) Yes \_\_\_\_\_ No \_\_\_\_\_

Can you work at locations not accessible by public transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

**Complete this section if you are looking for a permanent position.**

**Complete items that are applicable.**

**Position Desired:** \_\_\_\_\_

If presently employed,  
next salary review date:

What is the name of your current  
employer?

Would you consider a position involving relocation, even at your own expense?

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Last Increase:

\_\_\_\_\_  
What % Will You Travel?

If yes, list location preferences:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Amount of Last Increase:

None \_\_\_\_\_  
To 25 % \_\_\_\_\_  
To 50 % \_\_\_\_\_  
Over 50% \_\_\_\_\_

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_



	TS:
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Division	Interviewer	Results
		/ / / ____
		/ / / ____
		/ / / ____

An Equal Opportunity Employer

**Please complete and attach resume**

COMPANY NAME AND LOCATION	1. WHAT DOES THE COMPANY DO?	POSITION OR DUTIES	1. SALARY / PAY RATE	DATES (MM/YY)	REASON FOR LEAVING	COMPANY PHONE NUMBER
	2. SUPERVISOR'S NAME		2. BONUS			
	1.		1. \$	FROM		
	2.		2.	TO		
	1.		1. \$	FROM		
	2.		2.	TO		
	1.		1. \$	FROM		
	2.		2.	TO		
	1.		1. \$	FROM		
	2.		2.	TO		

**IN ADDITION TO ATTACHING YOUR RESUME, please list your work experience below (last job first)**

RELEVANT EDUCATION (LIST TWO HIGHEST):					
DEGREE	COLLEGE/SCHOOL & LOCATION	MAJOR	GPA	SCALE	OTHER EDUCATIONAL INFORMATION:
Professional Certifications, Affiliations, and/or Licenses (indicate state)					



<b>REFERENCES</b>			
Name	Relationship	Company	Phone/Alt. Phone


**CERTIFICATE OF CANDIDATE (To Be Completed By All Candidates)**

**General:** I have submitted the attached form to the company for the purpose of obtaining assistance in securing permanent, temporary, or contract employment. I understand that I will never be charged a fee by the company. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application. I certify as to the accuracy of the matters set forth herein and in my resume and understand that any misstatement of fact may cause me to be refused employment or to lose my employment.

**References:** I hereby authorize the company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary for arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services, or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

**Temporary/Contract Employment:** If employed as a temporary or contract employee, I understand that I may be an employee of the company and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the company and each client to whom I may be assigned which will require the client to pay a fee to the company in the event that I accept direct employment with the client, I agree to notify the company immediately should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated company), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended.

**SIGNED:** \_\_\_\_\_  
(Candidate)

**DATE:** \_\_\_\_\_

Do you have any friends who might like to apply with us? If so, please provide names and phone numbers: