

APPLICATION FOR EMPLOYMENT

Date of Application _____

Position(s) Applied For _____

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, age, sex, handicap, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Name _____
Last First MI Other Name(s) Used in School or Employment

Street Address _____

City _____ State _____ Zip Code _____

Telephone () () _____ Social Security Number _____
Day Evening

Employment Source
 Desired: Full-Time Part-Time Temporary Referred: Ad Agency Employee Other _____

EMPLOYMENT HISTORY

May we contact your present employer? Yes No

Start with most recent position. (A resume may be attached as a supplement.) Please account for all periods of employment, self employment, and unemployment in the last ten years.

Employer	Employed (include month and year) From To	Description of Duties
Address/City/State/ZIP Code	Supervisor	
Telephone	Salary	Reason for Leaving
Employer	Employed (include month and year) From To	Description of Duties
Address/City/State/ZIP Code	Supervisor	
Telephone	Salary	Reason for Leaving
Employer	Employed (include month and year) From To	Description of Duties
Address/City/State/ZIP Code	Supervisor	
Telephone	Salary	Reason for Leaving
Employer	Employed (include month and year) From To	Description of Duties
Address/City/State/ZIP Code	Supervisor	
Telephone	Salary	Reason for Leaving

EDUCATION

Name and Address of School	Check Last Year Completed	Major Course	Diploma or Degree?
High School	7 8 9 10 11 12		
College	1 2 3 4 more		
Business or Trade School or Special Training	_____ months attended		

PERSONAL INFORMATION

Are you legally permitted to work in the U.S.? Yes No (Proof required upon hire.)

Are you at least 18 years of age? Yes No

Have you ever been convicted of a crime? Yes No (A conviction does not automatically bar you from employment.)

If yes, describe in detail _____

What knowledge, special technical or computer skills and/or individual capabilities do you have which especially prepare you for the position you have applied for? _____

List any other skills you wish to mention _____

Typing or keystroke speed _____

If hired, when would you be available? _____ Salary Requirement: _____

REFERENCES

Name of Reference _____

Name of Reference _____

Occupation _____

Occupation _____

Address _____

Address _____

City, State, ZIP _____

City, State, ZIP _____

Telephone _____

Telephone _____

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I agree that the company shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may be cause for termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required and drug testing may also be required. I also authorize the companies, schools or persons named herein to give any information requested regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. I understand and acknowledge that if I am hired, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either my employer or myself.

Signature _____

Date _____