



# Application for Employment

Personal Information: Date: \_\_\_\_\_

Name (last name first) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address: City: State: Zip Code:

Permanent Address: City: State: Zip Code:

Phone No: \_\_\_\_\_ Referred By: \_\_\_\_\_

## Employment Desired

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you Employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ When? \_\_\_\_\_

## Education History

Name & Location of School	years attended	did you graduate?	Subjects studied
Grammar School _____			

High School \_\_\_\_\_

College \_\_\_\_\_

Trade or Business or Correspondence School \_\_\_\_\_

**General Information**

Subjects of special study/Research  
 Work or special  
 training/Skills \_\_\_\_\_

**Former Employers (List below last four employers, starting with last one first)**

D/M/Y	Name & Address	Salary	Position	Reason for leaving
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From \_\_\_\_\_

To \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

**References**

Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Phone	Yrs. Known
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1. \_\_\_\_\_

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

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

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



## Work References

Give below references of three people who have knowledge of your work performance in the last four years. Include professional references only; no relations.

Name	Address	Business	Phone	Yrs. Known
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1. \_\_\_\_\_

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

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

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my ability and knowledge. I understand that any omission, including mis-statement of material fact on this application or an any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

Initial: \_\_\_\_\_

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

Initial: \_\_\_\_\_

I understand that smoking, consumption of alcoholic beverages, drugs, or improper or vulgar language will not be permitted and will be grounds for termination of employment. I also understand that the company reserves the right to require drug testing prehire, as well as consent to and compliance with such a policy as a (1) condition of employment, (2) Continued employment based on successful passing of testing under that policy.

Initial: \_\_\_\_\_

I understand that cell phones and all other communication devices are not permitted on the jobsite, with the exception of prior arrangements with the shop management.

Initial: \_\_\_\_\_

I further understand that my employment with this company is shall be probationary for a period of ninety days, receiving a performance report after each 30 days accomplished. During or after the ninety day probationary period my employment relation with the company is terminable at will for any reason by either party.

Initial: \_\_\_\_\_

I permit the company to examine my references, record of employment, education record, and other information I have provided. I authorize the references I have provided to disclose information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons from any claims, demands, or liabilities arising out of such examinations.

Applicants

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing above, I verify that I have read and agreed to the above. I also have verified and completed all information herein.