



**general parts**

# Application for Employment

**PLEASE PRINT**

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Government Employment Agency  
 Walk-in  Private Employment Agency  Other \_\_\_\_\_

Name of Source (If Applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number (\_\_\_\_\_) \_\_\_\_\_  
Area Code

If necessary, best time to call you at home is \_\_\_\_\_ : \_\_\_\_\_  
Time a.m. p.m.

May we contact you at work?  Yes  No

If yes, work number and best time to call (\_\_\_\_\_) \_\_\_\_\_ : \_\_\_\_\_  
Area Code Time a.m. p.m.

If you are under 18, can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No

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

Have you ever been employed here before?  Yes  No

If yes, give dates From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Type of employment desired  Full Time  Part Time  Temporary  Educational Co-Op

Are you on lay-off and subject to recall?  Yes  No

Will you travel if job requires it?  Yes  No

Are you able to meet the attendance requirements of the position?  Yes  No

Will you work overtime if required?  Yes  No

Have you ever been bonded?  Yes  No

Have you been convicted of a felony in the last seven (7) years?  Yes  No  
(Such conviction may be relevant if job related, but does not bar you from employment.)

If YES, please explain \_\_\_\_\_

Driver's license number (if required by job) \_\_\_\_\_ State \_\_\_\_\_



# Educational Background

A. List last three (3) schools attended, *starting with last one*. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. major and minor field of study (if applicable).

A. School	B. No. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

List any foreign language(s) and check the box that best describes your skill level.

Language	Read and Write	Read and Speak	Read only	Speak only

## References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	(     )     —	
	(     )     —	
	(     )     —	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.) \_\_\_\_\_

---



---



---

List any additional information you would like us to consider. \_\_\_\_\_

---



---



---



---

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Do Not Write Below This Line

---

Interview  Yes  No Date \_\_\_\_\_ Hour \_\_\_\_\_

Result of Interview \_\_\_\_\_

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

Acceptable for Employment? \_\_\_\_\_ Starting Rate \_\_\_\_\_ Starting Date \_\_\_\_\_

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

Position \_\_\_\_\_ Status  Full Time  Part Time  
 Permanent  Temporary

Interviewed by \_\_\_\_\_ Employed by \_\_\_\_\_

\_\_\_\_\_  
Approved by \_\_\_\_\_

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