



EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT APPLICATION

POSITION APPLYING FOR _____ FULL/PART TIME _____ TODAY'S DATE _____

List available hours:
 Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

NAME LAST FIRST MIDDLE HOME PHONE# _____ CELL PHONE # _____
 EMAIL _____

ADDRESS STREET CITY & TOWNSHIP STATE ZIP CODE HOW LONG HAVE YOU LIVED AT THIS ADDRESS? _____

STARTING SALARY EXPECTED _____ IS THE ANY REASON WHY YOU MAY NOT BE AVAILABLE FOR WORK ON A REGULAR WORK DAY? YES ___ NO ___ IF YES, DESCRIBE _____ SOCIAL SECURITY # _____

ARE YOU UNDER THE AGE OF 18? YES ___ NO ___

PREVIOUS WORK EXPERIENCE

	LAST OR PRESENT JOB		2		3	
COMPANY NAME						
CITY & STATE						
YOUR POSITION						
SUPERVISORS NAME						
PHONE NUMBER						
DATES OF EMPLOYMENT	FROM:	TO:	FROM:	TO:	FROM:	TO:
WAGE OR SALARY						
DESCRIBE YOUR DUTIES						
WHY DID YOU LEAVE?						

WE MAY OR WILL CALL PREVIOUS EMPLOYERS FOR REFERENCES.

WHAT PROMPTED YOUR APPLICATION? NEWSPAPER OWN INITIATIVE OTHER (DESCRIBE) _____

EDUCATION

NAME AND ADDRESS OF SCHOOL	NUMBER OF YEARS	GRADUATE?	NATURE OF COURSE OR DEGREE

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE OTHER THAN TRAFFIC VIOLATION, MISDEMEANORS OR SUMMARY OFFENSES? YES ___ NO ___, IF YES, DESCRIBE IN DETAIL. CONVICTIONS ALONE WILL NOT BE GROUNDS FOR DISQUALIFICATION.

WHAT ARE YOUR HOBBIES, INTEREST OR ACTIVITIES? _____

WHAT KIND OF JOB WOULD YOU LIKE TO HAVE THREE YEARS FROM NOW? _____

DO YOU WORK FULL OR PART TIME ON ANOTHER JOB WHICH WILL CONTINUE IF EMPLOYED? YES ___ NO ___
IF "YES", EXPLAIN _____

U.S. MILITARY SERVICE

BRANCH	DATE ENTERED	DATE DISCHARGED	VETERAN YES ___ NO ___	RANK-ENLISTMENT	RANK-DISCHARGE
TYPE OF DISCHARGE			DESCRIBE MILITARY EXPERIENCE.		
SUMMARIZE SPECIAL SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE					

CERTAIN POSITIONS REQUIRE A VALID DRIVER'S LICENSE, DO YOU HAVE ONE? YES ___ NO ___
 IF YES, INDICATE LICENSE NUMBER _____ STATE _____

IF ALL INFORMATION ON THIS APPLICATION IS CORRECT PLEASE SIGN BELOW.

SIGN _____

DATE _____