



EMPLOYMENT APPLICATION
 (PLEASE PRINT OR TYPE ALL ANSWERS)
 PLEASE ANSWER ALL QUESTIONS

| FOR OFFICE USE ONLY | |
|----------------------|-----------------|
| Date Received _____ | _____ |
| Interview Date _____ | Time _____ |
| Exam Date _____ | Time _____ |
| Hire Date _____ | Wage Rate _____ |

PERSONAL DATA

Name _____ Social Security No. _____

Present Address: _____

City _____ State _____ ZIP/Postal Code _____

Telephone Number Home _____ Business _____

Position applied for _____

Date available for employment _____ Salary Desired _____

Are you available to work overtime? _____ Are you applying for full time part time temporary

Indicate applicable work skills:

Typing _____ WPM Keypunch _____ SPH Word Processor _____ (System) Transcription yes no

Other job related skills _____

Do you currently use tobacco products? yes no

Have you ever been employed by this organization? yes no

If yes, position _____ department _____ from _____ to _____

Are you willing to provide necessary documentation to establish your identity and your authorization to work in the United States under the Immigration Reform and Control Act of 1986? yes no

After a conditional offer of employment, are you willing to undergo a physical exam? yes no

Since reaching age 18, have you ever been convicted of a misdemeanor or felony? (Note: Convictions will not necessarily bar you from employment, but are reviewed as related to the relevancy of the job applied for.) yes no If yes, explain _____

EDUCATION

School — Draw circle around highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

| School: Name and Address | | Course of Study/Diploma Degree | Did you graduate? | Dates Attended College | |
|-------------------------------------|--|--------------------------------|---|------------------------|----|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | From | To |
| High School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Advanced Degrees | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Technical, Business or Professional | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Professional licenses/certifications

| Type | State | Registration # | Do not write in this space | |
|------|-------|----------------|----------------------------|--------------------|
| | | | Verification | Date of Expiration |
| | | | | |
| | | | | |

If you do not have a required registration or license, have you applied for one? yes no

PREVIOUS EXPERIENCE

| | | | | |
|--|------|----|----------------------|---------------------------------------|
| Please list name, address, and phone number of previous employers with most recent employer first. Periods of unemployment should be included. | FROM | TO | Immediate Supervisor | Last Salary Hourly, Monthly or Yearly |
|--|------|----|----------------------|---------------------------------------|

Job title _____

Employer name, address & telephone _____

Duties _____

Reason for leaving _____ May we contact? yes no

Job title _____

Employer name, address & telephone _____

Duties _____

Reason for leaving _____ May we contact? yes no

Job title _____

Employer name, address & telephone _____

Duties _____

Reason for leaving _____ May we contact? yes no

Is there any additional information relative to change in name necessary to check your work history? yes no

If yes, please explain _____

REFERENCES

Please list work references.

| | Name | Title / Occupation | Company / Address | Telephone No. |
|----|------|--------------------|-------------------|---------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

REMARKS Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, publications, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin or handicap.)

I understand that the information on this employment application has been requested for purposes of evaluating my qualifications in regard to the requirements of the specified position.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

I release all persons connected with furnishing such information from all claims, liabilities, and damages for whatever reason, arising out of furnishing such information.

Date _____ Signature _____