

ABC CORPORATION

Application for Employment

Equal Opportunity/Affirmative Action Employer

PERSONAL INFORMATION

Name			Date
Present Address	Last	First	Middle
Permanent Address	Street	City	State Zip
Telephone Number	Street	City	State Zip
Are you related to anyone presently employed by this company?		If yes, give name(s) and Depts.(s)	
Referred by		Have you ever applied for employment with this company? <input type="checkbox"/> YES Date _____ <input type="checkbox"/> NO	

EMPLOYMENT DESIRED

Position	Date Available	Salary Desired
Are you interested in <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SUMMER <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd Shift		

EXPERIENCE

(List last four employers starting with most recent, or go back 10 years; include military service. Attach separate sheet if necessary.)

DATES	NAME & ADDRESS OF EMPLOYER	PAY	REASON FOR LEAVING
From		Start	
To		Ending	
Job Description			
DATES	NAME & ADDRESS OF EMPLOYER	PAY	REASON FOR LEAVING
From		Start	
To		Ending	
Job Description			
DATES	NAME & ADDRESS OF EMPLOYER	PAY	REASON FOR LEAVING
From		Start	
To		Ending	
Job Description			

EMPLOYMENT (continued)

DATES	NAME & ADDRESS OF EMPLOYER	PAY	REASON FOR LEAVING
From		Start	
To		Ending	
Job Description			

EDUCATION
(Begin with high school and include any military schools you may have attended)

NAME OF SCHOOL	LOCATION OF SCHOOL	YEARS ATTENDED	DEGREE OR COURSE OF STUDY

List academic honors, honorary societies and professional societies

List any published professional material

Skills (Fill in only if it is applicable)	Typing Speed:	Shorthand Speed:
List other skills you have		
Do you have any obligations (family or social) that would prevent you from working regularly? or from working overtime?		
Do you have any physical limitations that would prevent you from properly performing the work required in this job?		
Have you ever been convicted of a felony? If yes, give details and year		
Are you legally entitled to work in the U.S.?		
Can you, after employment, provide proof of U.S. citizenship?		
Are you a Vietnam Era Veteran (discharged 8/1964 – 5/7/75)?		

REFERENCES
Name three persons in your field who have knowledge of your technical competence whom we have your permission to contact, preferably former supervisors and college professors with whom you have worked.

Name	Address	Telephone Number	Relationship

I certify, by my signature below, that any misstatements or omissions of material facts in my answers on this application may be cause for dismissal.

Applicant's Signature Date

RETURN COMPLETED APPLICATION TO HUMAN RESOURCES