

Company _____

Address _____

City _____

APPLICANT TO COMPLETE ALL INFORMATION REQUESTED
PLEASE PRINT

In compliance with Federal and State equal employment opportunity laws,

Documents Received:
Resume
Reference Checks
Interview Record
Payroll/Status Change Notice
Employee Record Card



EDUCATIONAL BACKGROUND

Type of School	Name and City	Did You Graduate?	Course or Major
College			
Technical School			
High School			
Other			

1 COMPANY NAME	DATES WORKED		POSITION(S) HELD
	FROM	TO	
ADDRESS, CITY, STATE, ZIP			
PHONE NO. ()	DUTIES / RESPONSIBILITIES		
TYPE OF BUSINESS			
NAME OF SUPERVISOR	REASON FOR LEAVING		
BASE GROSS INCOME \$	STARTING WAGE per HOUR YEAR \$	ENDING/CURRENT per HOUR YEAR \$	BONUS INCENTIVES AMOUNT RECEIVED \$ WORK HOURS:

2 COMPANY NAME	DATES WORKED		POSITION(S) HELD
	FROM	TO	
ADDRESS, CITY, STATE, ZIP			
PHONE NO. ()	DUTIES / RESPONSIBILITIES		
TYPE OF BUSINESS			
NAME OF SUPERVISOR	REASON FOR LEAVING		
BASE GROSS INCOME \$	STARTING WAGE per HOUR YEAR \$	ENDING per HOUR YEAR \$	BONUS INCENTIVES AMOUNT RECEIVED \$ WORK HOURS:

3 COMPANY NAME	DATES WORKED		POSITION(S) HELD
	FROM	TO	
ADDRESS, CITY, STATE, ZIP			
PHONE NO. ()	DUTIES / RESPONSIBILITIES		
TYPE OF BUSINESS			
NAME OF SUPERVISOR	REASON FOR LEAVING		
BASE GROSS INCOME \$	STARTING WAGE per HOUR YEAR \$	ENDING per HOUR YEAR \$	BONUS INCENTIVES AMOUNT RECEIVED \$ WORK HOURS:

4 COMPANY NAME	DATES WORKED		POSITION(S) HELD
	FROM	TO	
ADDRESS, CITY, STATE, ZIP			
PHONE NO. ()	DUTIES / RESPONSIBILITIES		
TYPE OF BUSINESS			
NAME OF SUPERVISOR	REASON FOR LEAVING		
BASE GROSS INCOME \$	STARTING WAGE per HOUR YEAR \$	ENDING per HOUR YEAR \$	BONUS INCENTIVES AMOUNT RECEIVED \$ WORK HOURS:

WORK REFERENCES

NAME	YEARS KNOWN	RELATIONSHIP AND TITLE		
COMPANY				
WORK ADDRESS	CITY	STATE	HOME PHONE	WORK PHONE

NAME	YEARS KNOWN	RELATIONSHIP AND TITLE		
COMPANY				
WORK ADDRESS	CITY	STATE	HOME PHONE	WORK PHONE

NAME	YEARS KNOWN	RELATIONSHIP AND TITLE		
COMPANY				
WORK ADDRESS	CITY	STATE	HOME PHONE	WORK PHONE

NAME	YEARS KNOWN	RELATIONSHIP AND TITLE		
COMPANY				
WORK ADDRESS	CITY	STATE	HOME PHONE	WORK PHONE

SPECIAL SKILLS

Please check the skills for which you have received training:

- Word Processing (WPM _____)
 Data Entry
 10 - Key Calculator
- Software Packages: _____
- Programming Languages: _____
- Database: _____
- Manufacturing Equipment: _____
- Other: _____
- _____

APPLICANT MUST READ AND SIGN

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.