

# APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

Directions: Type or print in blue or black ink. Answer all questions which are applicable. Please do not state "See Resume".

PERSONAL INFORMATION			
<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone</b>	<b>Day Phone (if different)</b>	<b>Social Security Number</b>	
<b>Fax Number</b>	<b>E-Mail Address</b>		

EMPLOYMENT INFORMATION
Position for which you are applying _____
Are you employed at the present time? _____ If yes, please complete the information below:
Employers Name: _____
Employers Address: _____
1. How long have you been with this employer: _____
2. Present Salary: _____
3. If hired can you show proof of your legal right tot work in the U.S.? Yes___ No___
4. Have you ever been dismissed or asked to resign from any potion? Yes___ No___
5. Have you ever been convicted of a felony, or a misdemeanor which resluted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment Yes___ No___
If yes to number 4 or 5, please explain: _____
_____

EDUCATION	
Please list all schools attended and any other pertinent information about your education.	
School(s)	Subjects Studied (if applicable)
High School	
College (including dates attended)	

EMPLOYMENT EXPERIENCE (List most recent experience first)		
Name & Address	Position(s) Held	Dates (start-end)

REFERENCES		
Name & Address (include City, State, Zip)	Phone	Relationship

**The following section is to be completed by applicant for an OFFICE POSITION:**

Can you type? \_\_\_\_\_  
\_\_\_\_\_

How many words per minute?

Computer Skills: Macintosh \_\_\_\_\_ PC \_\_\_\_\_

Please Provide Computer and Software knowledge below:

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**I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.**

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Signature

Date