

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT APPLICATION) (AN EQUAL OPPORTUNITY EMPLOYER)

If your application does not provide all the information requested on this form you may lose consideration for a job.

1. Job title

2. Date of application

3. Date of birth

4. Last name

First and middle names

5. Mailing address

6. Phone numbers

Daytime ()

City

State

Zip Code

Evening ()

WORK EXPERIENCE

7. Describe your paid and non-paid work experience related to the job for which you are applying.

Job Title

1.

From (MM/YY)

To (MM/YY)

Salary
\$

per

Hours per week

Employer's name and address

Supervisor's name & phone number
()

Describe your duties and accomplishments

Job Title

2.

From (MM/YY)

To (MM/YY)

Salary
\$

per

Hours per week

Employer's name and address

Supervisor's name & phone number
()

Describe your duties and accomplishments

8. May we contact your current supervisor? YES ___ NO ___

EDUCATION

9. Mark highest level **Some HS** ___ **HS/GED** ___ **Associate** ___ **Bachelor** ___ **Master** ___ **Doctoral** ___
Completed

10. Colleges, universities, trade, business or correspondence schools attended.

1) Name	total credits	grade average	Degree & year received
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2) Name	total credits	grade average	Degree & year received
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OTHER QUALIFICATIONS

11. **Job-related** training courses (give title & year). **Job-related** skills (other languages, register/ computer experience, tools, equipment etc.) **Job-related** honors, awards, and special accomplishments. Give dates.

PERSONAL REFERENCES

12. Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Phone number	Years acquainted
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Name	Address	Phone number	Years acquainted
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Name	Address	Phone number	Years acquainted
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GENERAL

13. Are you a U.S. Citizen? YES ___ NO ___ ~Give the country of citizenship

14. Have you been convicted of a felony

Or misdemeanor within the last 5 years? NO ___ YES ___ ~please explain

15. Do you have any physical limitations that would preclude you from

Performing any work for which you are being considered? NO ___ YES ___ ~ please explain

16. Are there any times of day, days, times of year restrictions on when you are not available to work?

If so list here: _____

17. I **certify** that, to the best of my knowledge and belief, all of the information on this application is true, correct, complete & made in good faith. I **understand** that false or fraudulent information on this application may be grounds for not hiring me or firing me after I begin work. I **understand** that any information I give may be investigated.

Signature _____ Date signed _____

