

# EXPRESS APPLICATION FOR EMPLOYMENT

FULL APPLICATION REQUIRED PRIOR TO EMPLOYMENT



## PERSONAL INFORMATION

	DATE	SOCIAL SECURITY NUMBER
NAME		
LAST	FIRST	MIDDLE
PRESENT ADDRESS		
STREET	CITY	STATE      ZIP CODE
PERMANENT ADDRESS		
STREET	CITY	STATE      ZIP CODE
PHONE NUMBER (      )		
IF RELATED TO ANYONE IN OUR EMPLOY		
STATE NAME AND DEPARTMENT ( OMIT NAME OF SPOUSE )		REFERRED BY
DO YOU HAVE ACCESS TO A CAR ON A DAILY BASIS?		

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

## EDUCATION

	NAME AND LOCATION OF SCHOOL	GRADUATED?		MAJOR SUBJECTS	AVERAGE GRADES
		YES	NO		
GRAMMAR SCHOOL					
HIGH SCHOOL					
COLLEGE					
TRADE BUSINESS OR CORRESPONDENCE SCHOOL					

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

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ACTIVITIES: CIVIC, ATHLETIC, ETC.

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**FORMER EMPLOYERS** (LIST BELOW LAST FOUR EMPLOYERS, BEGINNING WITH PRESENT OR MOST RECENT.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES** (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

**IN CASE OF  
EMERGENCY NOTIFY**

NAME

ADDRESS

PHONE NUMBER

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

**REMARKS:**

NEATNESS

ABILITY

HIRED

FOR DEPT.

POSITION

WILL REPORT

SALARY  
WAGES

APPROVED: