

Last Name	First	MI	For Personnel Use Only	Date of Application
Street Address			Type of work desired	Social Security Number
City	State	ZIP	Home telephone	Work telephone

**Please read carefully and complete by printing in ink or typing.**

**An Equal Opportunity Employer**

We are an equal opportunity employer, and we do not and will not discriminate on the basis or race, religion, national origin, sex, age, handicap, marital status, or status as a disable veteran. Information provided on this application will not be used for any discriminatory purpose.

**Provide all information requested.**

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

**Employment Record**

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP	
Supervisor's name		Phone number	
Base salary	Dates worked From To		
Reason for leaving			
Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP	
Supervisor's name		Phone number	
Base salary	Dates worked From To		
Reason for leaving			

**Educational History**

School Name	Location (city, state)	Dates attended From To Graduated?	Major course or subject	Degree
High school				
Technical/Trade(after high school)				
College (list all attended)				
Other education/training				

*Outside Activities*

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap)

Professional memberships, certificates, or licenses held
Past and present civic or cultural activities--include offices held
Principal hobbies

**Special Skills**

To be complete by applicant for office/clerical work		To be completed by custodial/maintenance work	
Typing	Yes Words per minute	Cleaning/Sanitizing	Floors
	No		Toilets
Computer skills	Hardware Software	Operating	Furnaces
			Air Conditioning
Library experience	Yes No	Gardening	Planting
If yes, where			Maintenance
Please list other equipment and/or language skills		List other similar skills (equipment/manual)	
		Served Apprenticeship Type: Yes No	
Please describe the skills and aptitudes that you feel qualify you for a position with us. (You may wish to include activities and positions held in civic, community and school organizations, professional societies, special training and skills which are pertinent to this position. You are not required to list activities which may disclose your race, color, religion or national origin.)			

*Military Record*

Branch of service	From	To
Present military affiliation		
None	Reserve(active)	Reserve(nonactive)
Kind of training and duty while in service		

*Professional/Work References*

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Address (city/state)	Phone #	Title/Relationship	Occupation
May we contact your present employer?		Yes	No	
Wage or salary required				
Date available				

Have you ever been convicted of a criminal offense (excluding minor traffic offenses?) \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a United States citizen? _____ Yes _____ No If not, please indicate the type of alien certification you have as required to work by federal law.
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We make no promise of employment by offering this application form or by accepting your written response. No one is authorized to offer you employment with us except in writing. Do not make or change any plans based on what anyone tells you orally.

Any employment we may offer you will be terminable at will. This means you can quit any time. It also means we can terminate you at any time, with or without cause.

By completing this application and signing below, you authorize us to investigate your qualifications and to make inquiries about you generally. You also authorize us to share this application and its contents with our employees and any outside agencies or representatives we deem appropriate. If there is anyone you do not want us to contact, please tell us in writing.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Date	Signature
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If any of your educational or employment records are under other than the above name, please provide other names.