

Application for Employment

Personal Information

Date _____ Social Security Number _____

Name _____ Age _____ Sex _____

Present Address _____

Permanent Address _____

Phone Number _____ Own Home _____ Rent _____ Board _____

Date of Birth _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

Married _____ Single _____ Widowed _____ Divorced _____ Separated _____

Number of Children _____ Dependents Other Than Wife or Children _____ Citizen of USA Yes No

If related to anyone in our employ state name and department _____ Referred By _____

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 & Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business Correspondence School				

Subjects of Special Study or Research _____

What Foreign languages do you speak fluently? _____

Read _____ Write _____

U.S. Military or Naval Service _____

Rank _____

Present Membership in National Guard or Reserves _____

Activities other than religious (civic, athletic, fraternal, etc.) _____

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

FORMER EMPLOYERS (List below last four employers, starting with last one first)

Date/Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

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

Name	Address	Business	Years Known
1.			
2.			
3.			

Can You Work Any Hours?

Hours Best For You.

In case of
emergency notify

NAME

ADDRESS

PHONE NO.

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 _____ Approved _____ Wages _____

Remarks _____