

FOR OFFICE USE ONLY

**EMPLOYMENT
APPLICATION**

FOR OFFICE USE ONLY

Possible Work
LocationsPossible
Positions

Work Location

Rate

(Short Form)
(Please Print Plainly)

Position

Date

TO APPLICANT: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

Position(s) applied for: _____ Rate of Pay expected \$ _____ per week.

Would you work: Full-Time _____ Part-Time _____ Specify days and hours if part-time: _____

Were you previously employed by us? _____ If YES, when? _____

If your application is considered favorably, on what date will you be available for work? _____ 20____

PERSONAL

Date _____

Name _____ Social Security No. _____
Last First Middle

Present Address _____ Telephone No. _____
No. Street City State Zip

Are you legally eligible for employment in the USA? _____ State age if under 18 or over 70 _____

List all present and past employment below, beginning with your most recent:

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr					
Telephone									

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr					
Telephone									

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr					
Telephone									

May we contact the employers listed above? _____ If not, indicate which one(s) you do NOT wish us to contact _____

MILITARY SERVICE RECORD

Are you in the US Armed Forces? YES _____ NO _____ If yes, what branch? _____

Dates of Duty: From _____ to _____ Rank at discharge: _____
Month Day Year Month Day Year

EDUCATION

Circle last year completed:

Elementary School: 5 6 7 8

High School: 1 2 3 4

College: 1 2 3 4

Describe any other training or education:

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that, if employed, any false statement on this application may result in my dismissal. I further understand that this application is not, and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. You are hereby authorized to make any investigation of my personal history, financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

TO APPLICANT: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment based on race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age, with respect to certain individuals. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status or physical or mental handicap or disability.

DO NOT ANSWER ANY QUESTION CONTAINED IN THE BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, a bona fide occupational qualification or business necessity.



___ Are you over the age of 18? _____ If no, hire is subject to verification that you are of minimum legal age.

___ How do you wish to be addressed? ___ Mr. ___ Mrs. ___ Miss ___ Ms. ___ Other: _____

___ Sex: ___ M ___ F ___ Height: _____ ft. _____ in. ___ Weight: _____ lbs.

___ Marital Status: _____ Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Widowed

___ Date of Marriage: _____ ___ Number of dependents, including yourself _____

___ Are you a citizen of the U.S.A.? _____ What is your present Selective Service classification? _____

___ Have you ever been bonded? _____ If YES, on what jobs? _____

___ Have you ever been convicted of a crime, excluding misdemeanors and summary offences, in the past ten years which has not been annulled or expunged or sealed by the court? _____ If YES, describe in full _____

___ Do you have any physical condition which may limit your ability to perform the particular job for which you are applying? _____ If YES, describe such condition and explain how you can perform the job for which you are applying, in spite of it. _____

Do you have any physical defects which preclude you from performing certain kinds of work? _____ If YES, describe such defects and specific work limitations _____

Have you had a major illness in the last 5 years? _____ If YES, describe _____

Have you received compensation for injuries? _____ If YES, describe _____

Employer may list other bona fide occupational questions on the lines below: _____

The Employment Application is prepared for general use throughout the United States. Our legal counsel has advised us that the material outside the colored blocked-off area complied with all Federal and State fair employment practice laws with the Fair Credit Reporting Act. However, the various fair employment practice laws and related statutes and the interpretations of them change frequently and neither V.W. Eimicke Associates, Inc. nor its counsel assume any responsibility for the inclusion in the "Employment Application" of any questions that may violate local and/or Federal laws. Users should consult their counsel about any legal question they may have with respect to the use of this form.