

PERSONAL INFORMATION

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE # _____ CELL# _____ ARE YOU 18 YEARS OR OLDER? YES NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THE US BECAUSE OF VISA OR IMMIGRATION STATUS? YES NO

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? YES NO

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO

EVER APPLIED TO THIS COMPANY BEFORE? YES NO IF YES, WHEN? _____

EDUCATION

EDUCATION	NAME & LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE/BUSINESS/ CORRESPONDENCE SCHOOL				

SPECIFIC INFORMATION

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB, EITHER WITH OR WITHOUT REASONABLE ACCOMODATIONS? _____

ARE YOU ABLE TO PERFORM SPECIFIC DUTIES OF THIS POSITION? YES NO

DO YOU HAVE EXPERIENCE IN THE FOLLOWING AREAS?:

WELDING

DRILL PRESSES

HYDRAULIC PRESSES

FORKLIFTS

AUTOMATIC SCREW MACHINES

BOOKKEEPING

COMPUTERS (LIST SPECIFIC PROGRAMS) _____

GIVE DETAILS: _____

MILITARY SERVICE

U.S. MILITARY OR NAVAL SERVICE AND RANK _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES YES NO

GENERAL

SUBJECTS OF SPECIAL STUDY OR SPECIAL SKILLS:

ACTIVITIES (CIVIC, ATHLETIC, ETC):

FORMER EMPLOYERS

(LIST BELOW LAST 3 EMPLOYERS, STARTING WITH MOST RECENT)

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

WHICH OF THESE JOBS DID YOU LIKE BEST AND WHY?

REFERENCES

GIVE NAMES OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 1 YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

IN CASE OF EMERGENCY NOTIFY (Name, address, phone) _____

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE & COMPLETE, I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES & REGULATIONS & I AGREE THAT MY EMPLOYMENT & COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE OTHER THAN THE PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

SIGNATURE: _____

DATE: _____