

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

NAME LAST FIRST MIDDLE SOCIAL SECURITY #

PRESENT ADDRESS STREET CITY STATE ZIP

PERMANENT ADDRESS STREET CITY STATE ZIP

ARE YOU 18 YEARS OR OLDER?  YES  NO PHONE NUMBER APARTMENT #

HAVE YOU EVER BEEN CONVICTED OF A FELONY OFFENSE?  YES  NO

HAVE YOU HAD ANY CHARGE AGAINST YOU THAT COULD PREVENT YOU FROM RECEIVING GOVERNMENT SECURITY CLEARANCE?  YES  NO

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

## EMPLOYMENT DESIRED

POSITION DATE YOU CAN START SALARY DESIRED

ARE YOU EMPLOYED NOW? NAME OF EMPLOYER

WHO REFERRED YOU TO THIS COMPANY?

## EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	# YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE SCHOOL				

## GENERAL

SUBJECT OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL TRAINING

SPECIAL SKILLS

## AUTHORIZATION

"I certify that all the information submitted by me on this application is true and complete, and 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 and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its 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 make any agreement contrary to the foregoing."

DATE SIGNATURE



APPLICATION FOR EMPLOYMENT

**INTERVIEW**

INTERVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS:  
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**INTERVIEW**

INTERVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS:  
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**HIRE APPROVAL**

HIRE DATE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ POSITION \_\_\_\_\_

SALARY/WAGES \_\_\_\_\_ DATE TO START \_\_\_\_\_

APPROVED 1 \_\_\_\_\_  
(DEPARTMENT MANAGER) \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED 2 \_\_\_\_\_  
(PRESIDENT) \_\_\_\_\_ DATE \_\_\_\_\_

**TERMINATION**

REASON FOR TERMINATION \_\_\_\_\_ DATE \_\_\_\_\_

LAST DATE TO BE WORKED \_\_\_\_\_ NOTICE GIVEN?  YES  NO

REMARKS \_\_\_\_\_