

EMPLOYMENT APPLICATION

Location _____

Name in Full _____ Date _____
(Please Print Plainly)

Address _____ Home Tel. No. _____
(Street Number) (City/Town) (State) (Zip Code)

Position desired _____ Earnings Expected \$ _____ Per _____

Full Time _____ Part Time _____ Temporary _____ Social Security No. _____

PERSONAL & GENERAL

Who referred you to us? _____

Are you willing to relocate? _____ Location Preferred? _____

QUESTIONS 4 AND 5 ARE TO BE ANSWERED ONLY AFTER YOU HAVE BEEN HIRED

4. Birthdate: Month _____ Day _____ Year _____

5. In case of emergency, notify _____
(name)

(street address)

(city)

(state)

(zip)

(telephone)

EDUCATION

Type of School	Name and Address of Schools	Check last year completed				Last year attended	Graduate?
Grade School		5	6	7	8		<input type="checkbox"/> Yes <input type="checkbox"/> No
High School		1	2	3	4		<input type="checkbox"/> Yes <input type="checkbox"/> No
College		1	2	3	4	19	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business or Trade School		1	2	3	4	19	
Special Training		1	2	3	4	19	

What types of Business Machines do you operate? _____

Extracurricular activities in school (athletics, clubs, etc.) _____
(Do not include Military, Racial, Religious or Nationality Groups)

What offices did you hold in these groups? _____

WORK HISTORY

[illegible]Kind
of
Business

Time Employed

From	To
------	----

Your Job

Starting
Rate

Your Rate at Leaving

Why did
you leave?

Your Supervisor's
 Name
 and Title

8.	
9.	

Name _____

d.			
g.			

Name _____

[illegible]

Title

B. _____

Name	Title
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[illegible]

[illegible]

Title

Indicate by number any of the above employers you do not wish us to contact. _____ Explain here any period of unemployment longer than 30 days:

SERVICE IN U. S. ARMED FORCES

Were you in U. S. Armed Forces ☐ Yes, ☐ No; If yes, Date active duty started _____ Which Service? _____ What branch of that service? _____

Starting Rank _____ Date of discharge _____ Rank at discharge _____

Type of discharge _____ Are you in the Armed Forces Reserve? ☐ Yes, ☐ No; If so, which service? _____ Rank _____, ☐ Active, ☐ Inactive

References (not for our employees or relatives)

OCCLUSION

Address

Phone number

In this space briefly set forth why you desire a position with this company and why you think you would make a valuable employee.

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

It is understood that, if my application is considered favorably, any false or misleading statement on this application will be considered sufficient cause for dismissal. I agree to undergo a post offer physical examination and character investigation at Company expense, and realize that my employment is contingent upon my satisfactorily passing such examination and investigation according to standards established by the company. Further, I hereby release my former employers from all liability for damages on account of having furnished information regarding my personal character habits work record etc.

Signed _____

(Applicant's Signature)