

We are an equal opportunity employer and select the best matched individuals for each job based upon job-related qualifications and sound judgment as to competing applicants.

Personal Information

| | | | | |
|---|-------|---------|---------------------|------|
| Last name | First | Initial | Social security no. | Date |
| Street | | | Home telephone | |
| City | State | Zip | Work telephone | |
| If any of your employment or educational records are under any other names than the one shown above, please list names: | | | | |

Employment Desired

| | |
|---|----------------------|
| Position desired | Salary range desired |
| Are you seeking: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends | Date available |

Skills

List any special skills you have relevant to the position you are applying for.

| | |
|--|--------------------|
| Computer programs: | Typing speed (wpm) |
| Special skills (e.g., foreign language): | |
| Equipment or machinery you operate: | |

Education

List any education or training you have received relevant to the position you are applying for.

| School | Name and Location | Years Attended | Graduated/ GPA | Primary School Studied | Type of Degree |
|----------------------|-------------------|----------------|----------------|------------------------|----------------|
| High School | | | | | |
| College | | | | | |
| | | | | | |
| | | | | | |
| Vocational/ Training | | | | | |
| Armed Forces | | | | | |
| Other | | | | | |

Employment History

List your work experience beginning with your most recent or current job. List all work experience, whether full-time, part-time, temporary, or self-employment. Account for periods of unemployment exceeding three months in the same general manner as if listing a prior employer.

| | | | |
|---|-------|--|---|
| Company name | | Type of business | |
| Address | | Title of position | |
| City | State | Zip | Name of immediate supervisor Telephone number |
| Salary or earnings Beginning \$ per Ending \$ per | | Dates employed (give month and year From To | |
| Reason for leaving | | May supervisor or company be contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason: | |
| Description of position (describe your specific duties, responsibilities, and accomplishments): | | | |

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| Description of position (describe your specific duties, responsibilities, and accomplishments): | | | |

Other or Additional Information

| |
|---|
| Is there any other information you wish to add that you believe is pertinent or will be useful in evaluating you for a position? (optional) |
|---|

Have you ever been convicted of a felony or a misdemeanor involving theft, fraud, dishonesty, or untruthfulness?

Yes No

If you answered “yes” describe the crime or misdemeanor, the date of conviction, the location and court, the circumstances, and whether the sentence has been completed and any probationary period or restrictions fulfilled.

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Terms of Employment

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| I hereby certify and represent that all information contained in this application is correct and complete to the best of my knowledge, and understand that material misrepresentation or omission of fact as to any information on this application is grounds for disqualification from further consideration for employment or later dismissal from employment if I have been employed before such information was discovered. I authorize the employers, schools, and other persons or institutes named above to provide information regarding my employment, education, character, and qualifications. | |
| I understand that this employment application does not create a contract of employment and that none has been offered. I also understand that, if hired, I may voluntarily leave or be terminated at any time and for any reason thereafter. | |
| Signature | Date |

Please list in numerical order, which needs are the most and least important to you. 1 being the most important, and 12 being the least.

| | | | |
|----------------------------------|--|-----------------------------------|--|
| Challenging assignments | | Job Security | |
| Opportunities for promotion | | Opportunities to learn new skills | |
| Participation in decision making | | Pay and benefits | |
| Recognition | | Relationship with co-workers | |
| Sense of accomplishment | | Status | |
| Working conditions: | | Other: | |

If you could design your ideal life, without concern for money, health, education, or any other obstacles, what would it be?

As an employee, what are your personal interests and goals?

What have you done to achieve these goals?

What can you do to achieve these goals?