



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, religion or national origin.

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PHONE _____ DRIVER'S LICENSE# _____

CELL PHONE _____

REFERRED BY _____

EMPLOYMENT DESIRED _____ POSITION _____

DATE YOU CAN START _____ SALARY DESIRED _____

Are you available to work any day/ any shift? _____ if no, What is your availability? _____

Are you currently employed? _____ If So, May we contact your current employer? _____

Have you ever applied to this company before? _____ When? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	CIRCLE LAST GRADE COMPLETED
GRAMMAR SCHOOL			
HIGH SCHOOL		YES NO	1 2 3 4
COLLEGE		YES NO	1 2 3 4
TRADE/ BUSINESS		YES NO	1 2 3 4

FORMER EMPLOYMENT: List below – Last 4 Employers, Start with the most recent

DATE MO/YEAR	Name & Address Of Employer	Salary	Position	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

REFERENCES: Give the names of 3 people not related to you, whom you have known at least 1 year.

NAME	ADDRESS	PHONE	BUSINESS	YRS KNOWN
1. _____				
2. _____				
3. _____				

PHYSICAL RECORD: Do you have any physical conditions which may limit your ability to perform the job you applied for? This question is voluntary and any answer will be kept confidential.

IN CASE OF EMERGENCY, NOTIFY: _____

Name

Address

Phone

I authorize investigation of all statements contained in this application. I understand that any misrepresentation of communication of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of rate of payment of my wages and salary, be terminated any time without any previous certification.

SIGNATURE _____

DATE _____

Character Based Hiring

If you are filling out this form on a computer, delete the lines and type your answer below the questions.

1. Would your previous supervisors say that you are consistently on time? Why or why not?

2. How would your previous supervisors rate your attendance? Please explain.

3. Would your past supervisors say that you are orderly? Yes / No

4. What does "being orderly" mean to you?

5. Would those who know you best say your word can be trusted? Yes / No

Why or why not? _____

6. What responsibilities do you/have you had that prepared you for responsibilities at this job?

7. If you know a fellow employee who is involved in immoral or illegal activity, what is your responsibility to your employer?

8. What are some legitimate reasons to miss work? _____

9. Would your previous supervisor say that you are good at following instructions? Why/why not?

10. How often would your past supervisors say you get angry? Never / Rarely / Sometimes / Often

11. What causes you to get upset on the job?

12. Have you ever experienced a loss for doing what is right?

13. What methods do you use to remember instructions?

14. What outward signs should you watch for to ensure that a customer's needs are being met?

15. What do you think you owe to your employer?

16. What does your employer owe to you?

17. What distinguishes your time from company time? _____

18. What are your goals? _____
