

APPLICATION FOR EMPLOYMENT

Date _____

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

PERSONAL BACKGROUND

Name _____ Social Security # _____
Last First Middle

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Phone () _____ Referred By: _____

Position Applying For: _____ Date You Can Start _____ Salary Desired _____

Are you employed? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ Where? _____ When? _____

Are you willing to work overtime? Yes No (Circle One)

U.S. Military or Naval Service _____ Rank _____

If driving is a requirement of the job for which you are applying, do you have a current valid driver's license? Yes No (Circle One)

If a minor, can you produce the age/work certificate necessary to obtain employment? Yes No (Circle One)

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Verification & completion of the I-9 form must be submitted no later than three business days after date of hire. Yes No (Circle One)

Have you ever been convicted of a felony which is related to the functions of qualifications of the position for which you are applying? (A conviction record will not necessarily be a bar to employment.) Yes No (Circle One)

If so, please describe fully the felony conviction(s) listing the nature of the offense(s) and your rehabilitation since the conviction(s). _____

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EDUCATIONAL BACKGROUND	Name and Location of School	Circle Highest Grade Completed	Major Area of Study
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate			

Specialized technical skills (*i.e. computer programming/language, equipment operation, special tools or machines used.*)

WORK EXPERIENCE

(List below last four employers, starting with your present or last place of employment.)

You may include in such history any verified work performed on a volunteer basis.

Date Mo. / Yr.	Name and Address of Employer	Salary	Position	Name of Supervisor	Reason for Leaving

REFERENCES

Give the names of three persons not related to you, whom you have known at least three years

Name & Occupation	Address	Phone	Years Known
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APPLICANT'S STATEMENT

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentations, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

I understand and agree that, if employed by this organization, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

Applicant's Signature

Date

OPEN ENDED QUESTIONS FOR APPLICANTS

1. Tell me about your last jobs.
2. What did you like most and what did you like least about your prior jobs?
3. Describe a typical day in your current job.
4. Why do you want to work here?
5. Why did you leave your last job?
6. How long have you been out of work, and what have you been doing during that time?
7. How do you like working at _____? Why?
8. Tell me about the best boss you ever had. The worst.
9. Tell me about the hardest thing you ever had to do on a job
10. What is the most annoyong thing that has happened to you at work? The most gratifing thing?
11. What kind of people do you like working with? What kind of people do you find it most difficult to work with?
12. How do you spend your spare time?
13. Everybody has pet peeves. What are yours?
14. Are you considering other positions at this time? How does this one compare with them?
15. Everybody likes to criticize. What do people criticize about you?
16. What else do you think I should know about you?
17. Are there certain things you feel more confident doing than others? What are they and why do you feel this way?
18. What are some of the things that motivate you?
19. In your work experience, has policy or order been issued which you really disagreed with? How did you handle it?
20. What are some things about which you and your supervisor disagree?
21. How does your current supervisor rate your performance? Do you agree?