**Blank Employment Application Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Type or print in blue or black ink. Answer all questions which are applicable.  Please do not state “See Resume”.

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| **PERSONAL INFROMATION** | | | | | | | |
| Last Name | First Name | | | | | Middle Name | |
| Address | | City | | State | | | Zip |
| Phone | Daily Phone (if different) | | | | Social Security Number | | |
| Fax Number | | | Email Address | | | | |

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| **EMPLOYMENT INFORMATION** |
| Position for which you are applying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you employed at the present time? \_\_\_\_\_\_\_\_   If yes, please complete the information below  Employer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employer’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1. How long have you been with this employer?  \_\_\_\_\_\_\_\_\_\_    Present Salary:  2. If offered a position, when can you report for work?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. If hired can you show proof of your legal right to work in theU.S.?  Yes\_\_\_\_  No\_\_\_\_  4. Have you ever been dismissed, or asked to resign from any position? Yes\_\_\_\_ No \_\_\_\_  5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment?  A yes answer to the above question does not necessarily disqualify an   applicant from employment.                                                                    Yes\_\_\_\_  No \_\_\_\_  If yes to number 4 or 5, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **EDUCATION** | |
| Please list on the following lines all schools attended and any other pertinent information about your education.School(s)                                            Subjects Studied (if applicable) | |
| High School |  |
| College (Including dated attended) |  |
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| **EMPLOYMENT EXPERIENCE (List most recent experience first)** | | |
| **Name & Address                             Position(s) Held                      Dates (Start - End)** | | |
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| **REFERENCES** | | |
| **Name & Address (Include City, State, Zip)             Phone                     Relationship** | | |
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| **The following section is to be completed by applicant for an OFFICE POSITION:**Can you type? \_\_\_\_\_\_\_\_\_\_\_                     How many words per minute?  \_\_\_\_\_\_\_\_\_\_  Computer Skills                      Macintosh \_\_\_\_\_\_\_\_\_\_\_\_       PC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please provide computer and software knowledge below:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge.  I authorize investigation of all statements herein recorded.  I release from liability all persons and organizations reporting information required by this application.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature                                                                                Date