



# JOB APPLICATION



**PLEASE NOTE:** Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

## Name and Address

Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Home Phone	Message Phone
E-mail Address	May we use e-mail to contact you? <input type="checkbox"/> YES <input type="checkbox"/> NO

## Additional Information

Have you been an employee of this organization in the past?	<input type="checkbox"/> YES <input type="checkbox"/> NO
I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration).**	<input type="checkbox"/> YES <input type="checkbox"/> NO
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.**	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?**	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please explain:	

**\*\*These questions must be answered in order to be considered for employment.**

## Education *(Schools attended or special training received)*

School	From	To	Did you graduate?
Location		Type of degree or diploma	
School	From	To	Did you graduate?
Location		Type of degree or diploma	



## Work History

Job Title	From	To	Hrs/Week	Employer
Address		Phone	Supervisor	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Reason for leaving?

Job Title	From	To	Hrs/Week	Employer
Address		Phone	Supervisor	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Reason for leaving?

Job Title	From	To	Hrs/Week	Employer
Address		Phone	Supervisor	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Reason for leaving?

## How did you find out about this position?

Current Employee <input type="checkbox"/>	Career Fair <input type="checkbox"/>	State Website <input type="checkbox"/>	Company Newsletter <input type="checkbox"/>	Job Service <input type="checkbox"/>
Monster.com <input type="checkbox"/>	Newspaper Ad <input type="checkbox"/>	Other Internet Source <input type="checkbox"/>	Prof. Org. website <input type="checkbox"/>	Radio/TV Ad <input type="checkbox"/>
	Recruiter <input type="checkbox"/>	University/College <input type="checkbox"/>	None of the Above <input type="checkbox"/>	

## Job Type/Shift

Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	6 Month <input type="checkbox"/>
9 Month <input type="checkbox"/>	Seasonal <input type="checkbox"/>	Limited Service <input type="checkbox"/>	Shift <input type="checkbox"/>	Night <input type="checkbox"/>

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.

**Signature**

**Date**

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