

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Phone Number: _____

Current Shift: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Previous Employer

Employer: _____ Address: _____

Your Position: _____ Phone Number: _____

Current Shift: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Previous Employer

Employer: _____ Address: _____

Your Position: _____ Phone Number: _____

Current Shift: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

Name and Address

Did you graduate? Yes No Attended from _____ to _____

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical/Vocational School/College/University

Name and Address

Did you graduate? Yes No Attended from _____ to _____

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

POSITION INFORMATION

Position Specifications

Position Applying For: _____

How did you hear about this job? _____

What hours are you willing to work? 7:00 am to 3:30 pm; 3:00 pm to 11:00 pm;
 11:00 pm to 7:00 am; any shift

Would you be able to work weekends? Yes No

When would you would you be available to start? _____

Desired salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer: _____

Languages Spoken (other than English): _____

Other: _____

Last Name: _____ First Name: _____ Middle Initial: _____

REFERENCES:

NAME _____	Telephone No. _____
Address: _____	_____
Street	City State Zip Code
Vocation/Business: _____	Years Acquainted: _____
NAME _____	Telephone No. _____
Address: _____	_____
Street	City State Zip Code
Vocation/Business: _____	Years Acquainted: _____
NAME _____	Telephone No. _____
Address: _____	_____
Street	City State Zip Code
Vocation/Business: _____	Years Acquainted: _____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ **Date** _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS: _____

NEATNESS _____ ABILITY _____

HIRED: Yes No POSITION: _____ DEPT: _____

SALARY/WAGE: _____ DATE REPORTING TO WORK: _____

APPROVED: _____

 VICE PRESIDENT OF MANUFACTURING