

Last Name	First	MI	Type(s) of work desired	
Street Address			Date of Application	Social Security Number
City	State	Zip	Home Telephone	Work Telephone

Have you ever been charged or convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you involved in any pending litigation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please read carefully and complete by printing in ink or typing.

**AN EQUAL OPPORTUNITY EMPLOYER**

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, handicap marital status, or status as disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

**PROVIDE ALL INFORMATION REQUESTED**

**Employment Record**

Starting with present or most recent list all previous employers include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Past or present company		Type of Business	Type or classification of job
Street Address		Phone number	Brief description of job duties
City	State	Zip Code	
Supervisor's Name		Phone Number	
Base Salary	Date worked From	To	
Reason for Leaving			

Past or present company		Type of Business	Type or classification of job
Street Address		Phone number	Brief description of job duties
City	State	Zip Code	
Supervisor's Name		Phone Number	
Base Salary	Date worked From	To	
Reason for Leaving			

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## Military Record

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Branch of Service

From

To

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Present military Affiliation

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None

Reserve (active)

Reserve (inactive)

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Kinds of training and duty while in service

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## Professional/Work References

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address	Phone no.	Occupation

May we contact your present employer?

Yes

No

Wage or salary required

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Date available

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I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

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Date

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Signature

## Educational History

School Name	Location City, State	Major Course or subject	Dates Attended		Graduated		Degree
			From	To	Yes	No	
High School							
Technical/Trade							
College							
Other education or training							

To be completed by applicant for office or clerical position

To be completed by applicant for shop or plant work

Typing	Type of machines operated	Years	Exp.
Dictation Words per minute			
Computer Skills			

Other activities & interests

Professional memberships, certificates or licenses held

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Past and present civic or cultural activities – include offices held

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Principal hobbies

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