

Last name			First			MI			For Personnel use only			Date of application			
Street address									Type(s) of work desired			Social Security number			
City			State			Zip			Home telephone			Work telephone			
How were you referred (Circle one only)	A By your college		B Advertisement		C Employment Agency		D By an employee		If so, give name:		E Open House		F Walk-in		G Other

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, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purposes.

Provide all information requested.

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

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.

Last or present company			Type of business			Type or classification of job		
Street address			Phone number			Brief description of job duties		
City		State		Zip				
Supervisor's name			Phone number					
Base salary		Dates worked						
Reason for leaving								

Last or present company			Type of business			Type or classification of job		
Street address			Phone number			Brief description of job duties		
City		State		Zip				
Supervisor's name			Phone number					
Base salary		Dates worked						
Reason for leaving								

Educational History

School name	Location (city, state)	Major Course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Outside Activities

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap)

Professional memberships, certificates, or licenses held

Past and Present civic or cultural activities – include offices held

Principal Hobbies

Special Skills

To be completed by applicant for office/clerical work

To be completed by applicant for shop/plant work

Typing	Yes No	Words per minute:	Type of machines operated	Years experience
Dictation	Yes No	Words per minute:		
Computer Skills	Hardware			
	Software			

Please list other skills and/or equipment/language experience you have acquired	List other shop/production skills		
	Served apprenticeship	Yes	Type:
		No	

Military Record

Branch of service		From	To
Present military affiliation:	None	Reserve (active)	Reserve (inactive)
Kinds of training and duty while in service			

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 (street, city, state, ZIP code)	Phone no. (include area code)	Occupation

May we contact your present employer? Yes No

Wage or salary required _____

Date available _____

I hereby certify that the answers and other information on this application are true and correct, and that I understand that 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.

_____ Date _____ Signature

If any of your educational or employment records are under other than the above name, please provide other names.

Please tell us in your own words why you feel you are qualified for this position.
