

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Full Name: _____ Date: _____

Address: _____ Street _____ City/State _____ Zip _____ Phone: _____

Social Security No. _____ - _____ - _____ Do you smoke? _____ How much? _____

EDUCATION

High School Graduate? _____ School Name _____ City/State _____

College or Other Special Training _____
School Name _____ Year Attended _____ Degree/Certificate _____

College or Other Special Training _____
School Name _____ Year Attended _____ Degree/Certificate _____

EMPLOYMENT

Are you presently employed? _____ Highest salary received: _____

Please list places of employment with present or most recent first. (If listed on resume, please mark "See Resume")

1. Company _____ Dates Employed _____ / _____ to _____ / _____
Address _____ Supervisor _____
Position Held _____ Salary _____
Reason for Leaving: _____

2. Company _____ Dates Employed _____ / _____ to _____ / _____
Address _____ Supervisor _____
Position Held _____ Salary _____
Reason for Leaving: _____

3. Company _____ Dates Employed _____ / _____ to _____ / _____
Address _____ Supervisor _____
Position Held _____ Salary _____
Reason for Leaving: _____

4. Company _____ Dates Employed _____ / _____ to _____ / _____
Address _____ Supervisor _____
Position Held _____ Salary _____
Reason for Leaving: _____

5. Company _____ Dates Employed _____ / _____ to _____ / _____
Address _____ Supervisor _____
Position Held _____ Salary _____
Reason for Leaving: _____

Please account for any time lapses between employment dates: _____

REFERENCES

Name: _____ Name: _____
Firm: _____ Firm: _____
Address: _____ Address: _____
Telephone: _____ Telephone: _____

PERSONAL DATA (Optional)

(Volunteer work, membership in service organization, special interests, etc.)

I authorize you, at the time of my application for employment or during the course of my employment, to obtain information from any source as to my education, experience, competence and character as it relates to the position for which I applied. I agree that all statements made in this application may be investigated. I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying information. I certify that the information contained in this application is true, complete and correct to the best of my knowledge. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of this application. Further, I understand that in the event I am employed, such employment is at will. Neither I nor the employer have agreed on any specific period of employment unless otherwise set forth in a separate contract.

Signature Date

PLEASE ANSWER THE FOLLOWING QUESTIONS

What was the best job you've ever had? Why did you like it so much? _____

What was your least favorite job? What did you NOT like about it? _____

Think of the best supervisor or manager you've had. What characteristics made that person a good manager? _____

Think of the worst supervisor or manager you've had. What characteristics made that person a POOR manager? _____

What are your greatest strengths? _____

As your skills and abilities relate to your work experiences, what are the areas for improvement? _____

What traits or characteristics do you most admire in co-workers? _____

What traits or characteristics do you most DISLIKE in co-workers? _____

If you won five million dollars in the lottery, would you choose to work? What would you do with your time? _____

What was the funniest thing that ever happened to you at work? _____

What do you think is the most difficult part of customer service work? _____
