APPLICATION FOR EMPLOYMENT

**Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) (City) (State) (Zip)

Are you legally eligible for work in the United States? □ Yes □ No Are you 18 years or older? □ Yes □ No

Do you have a clean driving record? □ Yes □ No S.S. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for: □ Admin □ Lab □ Tech □ Drill □ Business Development □ Engineering

Have you ever applied to this company before? □ Yes □ No. If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you prefer to work: □ Full Time □ Part Time □ Temporary Date Available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently employed? □ Yes □ No Desired Salary/Hourly Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your current employer know of your plans to change employment? □ Yes □ No □ N/A

Have you been convicted of a felony? □ Yes □ No. If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) (Relationship) (Phone)

**Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name of School | Address | Years Attended | Graduated | Degree Type/ Major |
| High School |  |  |  | □ Yes  □ No |  |
| College |  |  |  | □ Yes  □ No |  |
| Trade School |  |  |  | □ Yes  □ No |  |

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | | Dates Employed | | Duties |
| From | To |
|  |  |
| Address | |
| Phone # | | Hourly Rate / Salary | |
| Job Title | Supervisor | Starting | Final |
| Reason for Leaving | |
|  | | | | |
| Employer | | Dates Employed | | Duties |
| From | To |
|  |  |
| Address | |
| Phone # | | Hourly Rate / Salary | |
| Job Title | Supervisor | Starting | Final |
| Reason for Leaving | |
|  | | | | |
| Employer | | Dates Employed | | Duties |
| From | To |
|  |  |
| Address | |
| Phone # | | Hourly Rate / Salary | |
| Job Title | Supervisor | Starting | Final |
| Reason for Leaving | |

May we contact the employers listed above? □ Yes □ No. If not, indicate which one(s) you do not wish us to contact. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Give below the names of three persons not related to you, whom you have known at least one year.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Business | Phone # | Years Acquainted |
| Street Address | City | State | Zip Code |
|  | | | |
| Name | Business | Phone # | Years Acquainted |
| Street Address | City | State | Zip Code |
|  | | | |
| Name | Business | Phone # | Years Acquainted |
| Street Address | City | State | Zip Code |

Please list any additional information that relates to your ability to perform the job for which you have applied, such as special training, machine operations, hobbies, languages, etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

**KSM OFFICIAL USE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Interviewed By:** | | | **Date:** |
| **Remarks:** | | | |
| **Hired?** □ Yes □ No | **Position:** | **Wages:** | **Date Reporting:** |