



Which shift(s) are you available to work?  Full Time  Part-Time days  Part-Time Evenings  
 Other (Explain) \_\_\_\_\_

Which shift do you prefer to work? \_\_\_\_\_

Will you work on another shift?  Yes  No Will you work overtime, if asked?  Yes  No

Are you available to work on Saturdays and Sundays? \_\_\_\_\_

List any special considerations which would affect the hours you could work \_\_\_\_\_  
\_\_\_\_\_

### Current and Former Employers

(List below last three employers starting with the current or most recent.)

1. \_\_\_\_\_  
Business City, State Telephone No.

Position Supervisor Dates of Employment

Reason for Leaving Wages

2. \_\_\_\_\_  
Business City, State Telephone No.

Position Supervisor Dates of Employment

Reason for Leaving Wages

3. \_\_\_\_\_  
Business City, State Telephone No.

Position Supervisor Dates of Employment

### MILITARY SERVICE

Have you served in the U.S. Armed Forces?  Yes  No If Yes, What Branch? \_\_\_\_\_

Highest Rank or Rating \_\_\_\_\_

Duties and special training \_\_\_\_\_

**EDUCATION**

High School:

School Name	Location	# of years attended	Highest degree achieved
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College:

School	Location	# of years attended	Highest degree achieved
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Trade of Business School:

School	Location	# of years attended	Highest degree achieved
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Honors Received: \_\_\_\_\_

**REFERENCES**

Give the names of three persons not related to you below

Name	Address	Telephone	Years Acquainted
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**ADDITIONAL INFORMATION**

Special skills and qualifications: (Summarize special skills and qualifications acquired from employment experience.)

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

Use the space below if you wish to add any additional information you feel may be helpful to us in considering your application.

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

**PLEASE CIRCLE "YES" OR "NO" TO THE FOLLOWING QUESTIONS**

- |   |     |    |
|---|-----|----|
| 1. Would you prefer to work alone, rather than with others? | Yes | No |
| 2. Do you enjoy meeting new people?                         | Yes | No |
| 3. Do you dislike talking on the telephone?                 | Yes | No |
| 4. Are you good at remembering names and faces?             | Yes | No |
| 5. Do you appreciate opportunities learning new skills?     | Yes | No |
| 6. Is it important for you to be punctual?                  | Yes | No |
| 7. Would a restriction on smoking make you uncomfortable?   | Yes | No |

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

1. What did you like best about your last job?

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2. What did you dislike most about your last job?

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3. What is your primary purpose in applying for this position?

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4. Is there anything that you would like to add?

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NOTE: Please carefully read the statements below. After you have read the statements, please sign and date in the space provided below.

“I certify that the facts contained in this application and in any resume or other material provided to the Company and in any oral statements by me are true and complete to the best of my knowledge. I understand that, if employed, omissions, incomplete statements, or false statements on this application or other materials supplied to the Company or in oral statements by me in the hiring process shall be grounds for dismissal.

I authorize investigation of all statements contained herein and authorize the employers and references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.”

**I UNDERSTAND AND AGREE THAT, IF HIRED:**

- 1. My employment is for no definite period but may be terminated by the company at any time without any prior notice and without cause.**
- 2. No officer or employee of the company can guarantee me employment for any period of time or any specific salary benefits except by a written employment agreement between me and the Company signed by the president of the company.**
- 3. I will comply with all rules and regulations of the company including the drug and alcohol policy. I understand the company’s rules, regulations, and policies are not a contract and may be changed or waived by the company at any time.**

**\*\* WE REQUIRE EMPLOYEES TO HAVE A CHECKING OR SAVINGS ACCOUNT FOR DIRECT DEPOSIT. \*\***

Date: \_\_\_\_\_ Signed \_\_\_\_\_

**\*DO NOT WRITE IN THE BOX BELOW\***

<b>SUMMARY OF INTERVIEW</b>	Date: _____
_____	_____
_____	_____
_____	_____
_____	_____
Recommend to hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position _____
Starting Rate: \$ _____ Per _____	Available to start: _____
Interviewed by: _____	_____
Approved by: _____	_____