

APPLICATION FORM

NAME _____

ADDRESS _____

CITY _____ ZIP _____ PHONE # _____

Position Applying For _____

Can you perform the duties of the job in which you wish to be employed, with or without accommodation? _____

How did you hear of this job? _____

Why do you want to work for us? _____

1) EDUCATION

Do you attend school? YES NO if not, highest level attained _____

What school do you attend? _____

Grade you are in _____ favorite subject _____

Sports/Activities _____

When does summer vacation begin? _____

2) EMPLOYMENT DATA

Are you seeking: Temporary Full Time Part Time

Why are you seeking a new position at this time? _____

What is the job you have enjoyed most and why? _____

Experience, Special Skills or Training _____

Are you currently employed? _____

Have you ever been discharged or asked to resign from any position? _____

If yes, please describe _____

3) WORK HISTORY

Is this your first job? YES NO if not, where did you work:

<u>Company</u>	<u>Address</u>	<u>Phone</u>
<u>Job Title</u>	<u>Give Specific reason for leaving</u>	<u>Supervisor's name and Title</u>
<u>Describe duties briefly:</u>	<u>Starting Salary</u> <u>Ending Salary</u>	<u>Time frame of Employment</u>

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<u>Job Title</u>	<u>Give Specific reason for leaving</u>	<u>Supervisor's name and Title</u>
<u>Describe duties briefly:</u>	<u>Starting Salary</u> <u>Ending Salary</u>	<u>Time frame of Employment</u>

May we contact the employers listed above YES NO If not, tell us which one(s) you do not wish us to contact and why. _____

List any outside interest including organizations you are active in that are business related:

Bonding and money handling security policies require that we ask if you have ever been convicted of a felony? YES NO

If yes, state the nature of the offense and disposition of the case. Include dates and places. Note: Felony convictions of the existence of a criminal record does not constitute an automatic bar to employment: _____

AVAILABILITY

How many miles away do you live? _____ Do you have reliable transportation to and from work? _____

Mark off the hours that you cannot work during a week:

Remember drivers education, school, sports, camp, other job, church, trips, or other commitments:

	SUN	MON	TUE	WED	THUR	FRI	SAT
7-8AM							
8-9AM							
9-10AM							
10-11AM							
11-12AM							
12-1PM							
1-2PM							
2-3PM							
3-4PM							
4-5PM							
5-6PM							
6-7PM							
7-8PM							
8-9PM							
9-10PM							
10-11PM							

How many hours a week are you available? _____