

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Type or print answers to ALL questions

							DATE						
SOCIAL SECURITY NUMBER							<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME (Last)				(First)				(M)	SUFFIX (JR.)				
ADDRESS (Number and Street)													
CITY							STATE	ZIP CODE (Last 4 digits are optional)					
AREA CODE			HOME PHONE NUMBER			DAYS/HOURS AVAILABLE TO WORK							
POSITION APPLIED FOR													
DESIRED HOURLY RATE OF PAY			Drivers License		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you are 17 years old or younger, enter your age						
What kind of position are you applying for?			<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Either	HOW MANY HOURS CAN YOU WORK PER WEEK?							
EDUCATION: Have you graduated from High School or received a High School equivalency diploma?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12							
SCHOOL	NAME	ADDRESS	DATES ATTENDED		CREDIT HOURS COMPLETED	TYPE OF DEGREE RECEIVED	MAJOR COURSE OF STUDY	DID YOU GRADUATE?					
			FROM	TO									
HIGH SCHOOL													
TECHNICAL OR BUSINESS													
COLLEGE OR UNIVERSITY													
HAVE YOU EVER BEEN CONVICTED OF A CRIME?				<input type="checkbox"/> Yes	<input type="checkbox"/> No								
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type of rehabilitation.													
List additional skills, knowledge and abilities you possess:													

INSTRUCTIONS

Beginning with your **PRESENT OR MOST RECENT** employment or volunteer experience and **working backward**, list all positions held **which are necessary for determining your eligibility for employment**. List all positions (titles) separately; even if with the same employer. Clearly describe the work (duties) you personally performed. **You must fill out this application completely even if a resume is being attached.**

Official Job title (Start with most recent job)		Company Name			Type of Business	
Title of Immediate Supervisor		Dept. Where Assigned		Business Address/Phone No.		
Employed From: (Mo.) (Yr.)	To: (Mo.) (Yr.)	Total (Yrs. Mos.)	Salary or Wage \$ _____ Per		Hours Per Week (Full-time) (Part-time)	
No. and Titles of Employees Supervised by You			Reason for Leaving			
DUTIES (must be listed)						
Official Job title (Start with most recent job)		Company Name			Type of Business	
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CERTIFICATION: I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

SIGNED: _____ **DATE:** _____

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NAME (Last) Application					(First) Job					(MI) L.	SUFFIX (JR.) -																																						
ADDRESS (Number and Street) 125 Main Street																																																	
CITY Anywhere								STATE CT	ZIP CODE (Last 4 digits are optional) 01111																																								
AREA CODE 987			HOME PHONE NUMBER 654-3210			DAYS/HOURS AVAILABLE TO WORK Monday – Friday 3:30 pm – 8:00 pm Saturday, Sunday 8am – 10 pm																																											
POSITION APPLIED FOR Sales Clerk																																																	
DESIRED HOURLY RATE OF PAY Minimum wage				Drivers License		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No		If you are 17 years old or younger, enter your age 16																																							
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Official Job title (Start with most recent job) Newspaper Deliverer		Company Name The Anywhere Press			Type of Business Private Sector	
Title of Immediate Supervisor Sam Circular		Dept. Where Assigned Circulation		Business Address/Phone No. 1 Print Street, Anywhere CT, 987 – 654 - 1229		
Employed From: (Mo.) (Yr.) 6 2000	To: (Mo.) (Yr.) Present	Total (Yrs. Mos.) 2 yrs. 6 mos.	Salary or Wage \$ 7.00 Per hour		Hours Per Week (Full-time) (Part-time) 10	
No. and Titles of Employees Supervised by You 0			Reason for Leaving Still employed			
DUTIES (must be listed) Sort and bundle newspapers for delivery. Hand deliver to 30 customers.						
Official Job title (Start with most recent job) Stock Clerk		Company Name Anywhere Department Store			Type of Business Retail Store	
Title of Immediate Supervisor Mr. Banks		Dept. Where Assigned Automotive		Business Address/Phone No. 14 Main Street, Anywhere, CT 06111 987-654-1546		
Employed From: (Mo.) (Yr.) 7 01	To: (Mo.) (Yr.) 12 01	Total (Yrs. Mos.) 5 months	Salary or Wage \$ 6.40 Per hour		Hours Per Week (Full-time) (Part-time) 10	
No. and Titles of Employees Supervised by You 0			Reason for Leaving Store Closed			
DUTIES (must be listed) Took inventory of items that needed to be re-ordered. Communicated with manager. Priced and stocked shelves with new items. Helped customers retrieve and carry items.						
Official Job title (Start with most recent job)		Company Name			Type of Business	
Title of Immediate Supervisor		Dept. Where Assigned		Business Address/Phone No.		
Employed From: (Mo.) (Yr.)	To: (Mo.) (Yr.)	Total (Yrs. Mos.)	Salary or Wage \$ _____ Per		Hours Per Week (Full-time) (Part-time)	
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SIGNED: Job L. Application

DATE: 12/30/02