



Application for Employment
ADMINISTRATIVE POSITIONS

APPLICANT: Please read and sign before submitting this application.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 75 years of age. I understand that any misrepresentations of information given herein, will eliminate me from consideration for employment. It is further agreed that the employer may contact prior employers to verify information herein.

Signature of Applicant

Date of Interview

Name S.S. # / / Phone No.
Street City State Zip

Daily work hours are 8:00 AM to 5:00 PM.

Are you willing to work 40 hours a week? Yes No If overtime is necessary, are you available? Yes No

In case of emergency notify: (Name) (Address) (Phone)

Position Applied For

Have you worked for this Company before If yes, What Facility?

Dates: From To Rate of Pay Position

Names of Relatives in our Employ

Are you now employed? If not, how long since leaving last employment?

Who referred you Rate of pay expected

PHYSICAL HISTORY

Please describe any positions, jobs or duties for which you should not be considered because of physical, medical or mental disabilities

Date of last physical examination No. of days lost from job last year Last 3 years

SKILLS AND EXPERIENCE

Table with 3 columns: Skill, Yes, No. Rows include Switchboard/Receptionist, Inventory Control, Word Processing, CRT Operations, Invoicing, Typing -words per min.

Other Skills

EMPLOYMENT HISTORY

Last Employer: Name _____ Supervisor's Name _____
& Number _____
Address _____
Position Held _____ Date _____ Date _____
From _____ To _____ Salary _____
Reasons for Leaving _____

Second Last Employer: Name _____ Supervisor's Name _____
& Number _____
Address _____
Position Held _____ Date _____ Date _____
From _____ To _____ Salary _____
Reasons for Leaving _____

Third Last Employer: Name _____ Supervisor's Name _____
& Number _____
Address _____
Position Held _____ Date _____ Date _____
From _____ To _____ Salary _____
Reasons for Leaving _____

EDUCATION

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 College 1 2 3 4
Last School Attended _____
Name Address
Trade Schools Attended _____

GENERAL

Have you ever been bonded _____ Name of Bonding Company _____
Have you ever been convicted of a Felony _____
Have you ever worked for this Company under another name _____

TO BE COMPLETED BY INTERVIEWER(S)

_____ Hire: Yes No _____
Name Date Position