**APPLICATION FOR EMPLOYMENT**

**We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, gender, religion, disability, national origin, sexual orientation, marital status or any other protected status.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Today’s Date: |  | | | | |
| **EMPLOYMENT DESIRED** | | | | | |
| Position | | Date you can start | Salary desired | Type of employment  Full Time  Part Time | |
|  | |  |  |
| Are you employed now?  Yes  No | | | If so, may we contact your present employer?  Yes  No | | |
| Have you ever applied to our company before?  Yes  No | | | Where? | | When? |
|  | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | | | | | |
| Last Name First Name Middle Initial | | | | | | | | | |
|  | |  | | | | | | |  |
| Address (Number, Street, City, State, Zip Code) | | | | | | | | | |
|  | | | | | | | | | |
| Social Security Number (optional) | | | Home Telephone Number | | | | Mobile Phone Number | | |
|  | | |  | | | |  | | |
| E-mail address: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **EDUCATION** | | | | | | | | | |
| High School attended and location | | | | | Years completed | | | Did you Graduate?  Yes  No | |
|  | | | | |  | | |
| College attended and Location | | | | | Years completed | | | Did you Graduate?  Yes  No | |
|  | | | | |  | | |
| Trade, business or correspondence school attended and location | | | | | Years completed | | | Did you Graduate?  Yes  No | |
|  | | | | |  | | |
|  | | | | | | | | | |
| **GENERAL** | | | | | | | | | |
| Special courses or Training | | | | | | | | | |
|  | | | | | | | | | |
| Experience/Skills related to the position for which you are applying | | | | | | | | | |
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| **OFFICE/SECRETARIAL APPLICATIONS** | | | | | | | | | |
| Typing Speed | wpm | | | Years of Experience | |  | | | |
| PC user | Yes  No | | | Years of Experience | |  | | | |
| Operating systems, applications/programs & peripherals you are experienced with: | | | | | | | | | |
|  | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY (List present or most recent positions first)** | | | | | | | |
| Name of Employer | | | Address (Number, Street, City, State, Zip Code) | | | | |
|  | | |  | | | | |
| Phone | Type of Business | | | Department | | Your Position | |
|  |  | | |  | |  | |
| Duties | | | | | | | |
|  | | | | | | | |
| Name and position of Immediate Supervisor | | | | | | | |
|  | | | | | | | |
| Date Employed (Month, Day, Year) | | Date Left (Month, Day, Year) | | | Starting Salary | | Final Salary |
|  | |  | | |  | |  |
| Reason for Leaving | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Name of Employer | | | Address (Number, Street, City, State, Zip Code) | | | | |
|  | | |  | | | | |
| Phone | Type of Business | | | Department | | Your Position | |
|  |  | | |  | |  | |
| Duties | | | | | | | |
|  | | | | | | | |
| Name and position of Immediate Supervisor | | | | | | | |
|  | | | | | | | |
| Date Employed (Day, Month, Year) | | Date Left (Day, Month, Year) | | | Starting Salary | | Final Salary |
|  | |  | | |  | |  |
| Reason for Leaving | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Name of Employer | | | Address (Number, Street, City, State, Zip Code) | | | | |
|  | | |  | | | | |
| Phone | Type of Business | | | Department | | Your Position | |
|  |  | | |  | |  | |
| Duties | | | | | | | |
|  | | | | | | | |
| Name and position of Immediate Supervisor | | | | | | | |
|  | | | | | | | |
| Date Employed (Day, Month, Year) | | Date Left (Day, Month, Year) | | | Starting Salary | | Final Salary |
|  | |  | | |  | |  |
| Reason for Leaving | | | | | | | |
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| State any additional information you feel may be helpful to us in considering your application. | | | | | | | |
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| I CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.  SIGNATURE: | | | | | | | |

Revised 3-2014 FMS