Personal Information

Date: _____

Complete (Full) Name _____

Physical Address_____

Mailing Address_____

Phone #_____ Cell #_____SS #_____

Position Applying For _____ Desire of Salary _____Start Date_____

Are you at least 16 years of age or older? Yes No If No date of Birth:_____

Are you currently: Employed? Yes No Student? Yes No

Have you been convicted of or plead no contest to a crime other than minor traffic offense?
Yes No (Note: A conviction will not necessarily disqualify you from employment.)
If yes, explain_____
_____

Have you ever been involuntarily discharged from a job? Yes No If yes, explain_____
_____

Availability

What type of employment are you seeking: (Check the classification you are willing to work.)

Full time (More than 35 hours) Part time (Less than 35 hours)
Number of hours you would prefer to work each week:_____
Maximum number of hours you can work each week:_____
If hired, the days and hours you have listed may be taken into consideration in our scheduling process. If you have any conflicts please list them:_____

Day	Earliest Time	Latest Time
Sunday		
Monday		
Tuesday		
Thursday		
Friday		
Saturday		

Education

List All High School, College, University of Technical Training	Number of Years Completed	Did You Graduate?	Degree or Certificate

Work History

Name	Position	Starting date	Month	Year
Address	Supervisor	Date of leaving	Month	Year
City, State, Zip	Reason you left	Pay at hire	$ per	
Tel. #	Eligible for re-employment?	Pay at leaving	$ per	
	Yes No			

Name	Position	Starting date	Month	Year
Address	Supervisor	Date of leaving	Month	Year
City, State, Zip	Reason you left	Pay at hire	$ per	
Tel. #	Eligible for re-employment?	Pay at leaving	$ per	
	Yes No			

Name	Position	Starting date	Month	Year
Address	Supervisor	Date of leaving	Month	Year
City, State, Zip	Reason you left	Pay at hire	$ per	
Tel. #	Eligible for re-employment?	Pay at leaving	$ per	
	Yes No			

Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers 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 the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.”

Date_____ Signature_____

Interviewed by_____ Date_____

Interview Remarks:

_____

_____

_____

_____

_____

_____

_____

_____

Neatness_____ Character_____

Personality_____ Ability _____Hired _____

For dept._____ Position_____ Will report_____ Wages_____

Interview Questions:

Do you have reliable transportation?
Come in to work on a scheduled day off?
Work holidays?
Work a schedule than can change from week to week?
Work nights and weekends?
Do you live near by?
Report to work on time as scheduled?
Have you missed a lot of work?
Report to work on time as scheduled?
Are you a timely person?
Maintain a clean worksite?
Wear a uniform and a smile and make each customer feel welcome?
Why this company?
What can you bring to this company?
Are you a team player?
Are you honest?
Are you Helpful?
What are you greatest attributes or strengths?
What are your weakest attributes or strengths?
What are your greatest accomplishments?
What have you not accomplished that you would have liked to?
Work free of illegal drugs?