

EMPLOYMENT APPLICATION

Return Application To:

Company Name

To the applicant: We are an equal opportunity company. We are dedicated to a policy of nondiscrimination in employment on any basis including: race, creed, color, age, sex, religion or national origin. **Please print** your answers to all questions using pen or pencil. (If local or state laws prohibit employers from requesting certain information, you may omit the response.)

Personal

Date _____

Name _____ Last _____ First _____ Middle _____ Social Security No. _____

Present address _____ No. _____ Street _____ City _____ State _____ Zip _____ Telephone No. _____

Are you legally eligible for employment in the U.S.A.? _____

Position(s) applied for _____ Rate of pay expected \$ _____ per week

Would you work Full-Time _____ Part-Time _____ Specify days and hours if part-time _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____ 20_____

Employment History Begin with last or present position, omit military service.

A. Employer B. Address C. Type of Business	Dates	Earnings A. Start B. Final	Job Title/Duties	Reasons For Leaving	Supervisor A. Name B. Phone
A.	From	A.			A.
B.	To	B.			B.
C.					
A.	From	A.			A.
B.	To	B.			B.
C.					
A.	From	A.			A.
B.	To	B.			B.
C.					
A.	From	A.			A.
B.	To	B.			B.
C.					

May we contact the employers listed above? _____ If not, indicate which one(s) you do not wish us to contact _____

Military Service

Were you in the U.S. Armed Forces? Yes _____ No _____ If yes, which branch? _____

Educational Background

	Name and Address of School	Special Course of Study	How Many Years Completed?	Did you Graduate?	List Diploma or Degree
Elementary				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
High				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
College				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
Post Graduate or Other (Specify)				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	

In signing this application form, I clearly understand and agree: (1) that all statements are true to the best of my knowledge; (2) I have made no attempt to conceal or withhold pertinent information; (3) I authorize investigation of any statements with no liability; (4) that any falsification or misrepresentation may be considered cause for termination; (5) I will abide by all company rules and regulations if hired; (6) I agree to take physical exams at the company's expense to determine any suitability for continued employment if hired.

Applicants Signature _____

To the Applicant:

Do not answer any question in the blocked off area unless the box next to the question has been checked. A check indicates that the information requested is required for a bona fide job qualification, national security, or for other lawful purposes.

- ☐ Are you over the age of eighteen? _____ If no, hire is subject to verification that you are of minimum legal age.
- ☐ Sex: M _____ F _____ ☐ Height: _____ ft. _____ in. _____ ☐ Weight: _____ lbs.
- ☐ Marital Status: Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Widowed _____
- ☐ Do you have a valid driver's license _____ ☐ Number of dependents including yourself _____
- ☐ Are you a citizen of the U.S.A. _____ ☐ What is your present Selective Service classification? _____
- ☐ Have you ever been bonded? _____ If yes, on what jobs? _____
- ☐ Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____
- ☐ Do you have any physical handicaps which would prevent you from performing specific kinds of work? _____
- If yes, describe the handicap(s) and explain the work limitations _____
- ☐ Have you had a serious illness in the last five years? _____ If yes, describe _____
- ☐ List any friends or relatives working for us _____
- ☐ List other important job qualifications you may have _____

This "Employment Application" is sold for general use throughout the United States. Automatic Business Products Co., Inc. assumes no responsibility for the inclusion of any questions that may violate local and/or State and/or Federal laws in written form or when asked by the employer of the job applicant. Users should consult their counsel about legal questions they may have with respect to the use of this form.