

Employment Application

It is the policy of _____ Company to provide equal opportunity in employment and advancement to qualified individuals without regard to race, color, religion, age, sex, national origin, ancestry, disability, medical condition (including cancer-related), veteran status, marital status, sexual orientation, or any other non-job-related factor. We value the contribution that the diversity of our applicants can bring.

INSTRUCTIONS TO APPLICANT: TO BE CONSIDERED FOR EMPLOYMENT, PLEASE:
 1. FILL OUT APPLICATION COMPLETELY
 2. ANSWER EVERY QUESTION FULLY
 3. DO NOT USE "REFER TO RESUME"
 4. SIGN AND DATE THE APPLICATION

Last Name		First Name		MI	Social Security No.		Application Date	
Address		City		State		ZIP		Phone
Other Last Names Used		If hired, will you be able to submit verification of your right to work in the U.S. at time of hire?		Yes	No			Day () Evening () Message ()

TYPE OF WORK DESIRED

For Physical, Clerical, and Technical, refer to information about beginning jobs at _____ Write Job Title and Job Code (Example: "Helper #2"). Professional applicants indicate job desired.

1st Choice	Job Code	2nd Choice	Job Code
Professional Jobs Not Listed (Please Specify)			
If interested in Summer work, check only this box <input type="checkbox"/> Otherwise, if required, are you available to work:			
Full Time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Weekends	Yes <input type="checkbox"/> No <input type="checkbox"/>
Part Time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Holidays	Yes <input type="checkbox"/> No <input type="checkbox"/>
Temporary	Yes <input type="checkbox"/> No <input type="checkbox"/>	Overtime	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to relocate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Shifts	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Are you willing to travel?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Have you previously applied to _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Have you previously been employed by _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Have you previously been employed by _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Do you have a valid driver's license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Salary Desired	

In what geographical location would you prefer to work? (Please specify names of no more than two counties): _____

EDUCATION

Name of School Location (City and State)	Dates Attended From	To	Did You Graduate?	Degree and Major	Grade G.P.A.
High School					
Jr. College	MO YR	MO YR			
College/University	MO YR	MO YR			
College/University	MO YR	MO YR			
Tech./Trade/Military/Other	MO YR	MO YR			
Other Courses or Training Related to Work Desired					
Professional Registrations					
Sells/Licenses Held (Typing WPM, Welding, etc.)					
Other Job-Related Activities (e.g., Memberships) That May Prove Beneficial to Your Work					

Do Not Fill Out Space Below — Human Resources Department Use Only

Employment Office Location _____ (County Code) _____ (City Code) _____
 Job Code 1. _____ 2. _____ 3. _____ 4. _____
 Desired Work Location 1. _____ 2. _____