

EMPLOYMENT APPLICATION

Personal Information

Date of application _____ / _____ / _____

Name (First) _____ (Middle) _____ (Last) _____

Home Address _____ City _____ State _____ Zip Code _____

Home Telephone _____ Business Telephone _____ May we contact you at work? (Please circle)
 () () YES NO

Position applying for: _____

Are you 21 or over? (circle one) YES NO

Date available to start: _____

Are you interested in (Circle all that apply): Full-time Part-time Summer Weekdays Weekends

Days & hours that you are available to work:

	DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
	FROM							
	TO							

Education

Type of School	Name & location of school	Degree/area of study	Number of Years attended	Graduated (Circle One)	
HIGH SCHOOL	Name _____ Address _____			YES	NO
	City _____ State _____ Zip _____				
COLLEGE	Name _____ Address _____			YES	NO
	City _____ State _____ Zip _____				
GRADUATE SCHOOL	Name _____ Address _____			YES	NO
	City _____ State _____ Zip _____				
OTHER	Name _____ Address _____			YES	NO
	City _____ State _____ Zip _____				

U.S. Military Service

Branch of Service	Technical Specialization	Rank Attained

Special Skills (Typing, PC Software, PC Hardware, etc.)

Legal

Are you a U.S. Citizen? (circle one) YES NO

YES NO

Have you ever been convicted of a crime other than a minor traffic violation? (circle one). If yes, please explain. YES NO

Do you have any type of medical condition that may prevent you from working? (circle one). If yes, please explain. YES NO

Employment History

List employment starting with your most **recent** position. Account for any time during this period that you were unemployed by stating the nature of your activities. Please indicate if you were employed under a different name. Please list relevant experience only.

Dates From: _____ To: _____ Name of company: _____

Address: _____

Phone: (____) _____ Supervisor: _____

Your position title: _____

Salary or wages: Starting: _____ Final: _____

Reason for leaving: _____

Dates From: _____ To: _____ Name of company: _____

Address: _____

Phone: (____) _____ Supervisor: _____

Your position title: _____

Salary or wages: Starting: _____ Final: _____

Reason for leaving: _____

Dates From: _____ To: _____ Name of company: _____

Address: _____

Phone: (____) _____ Supervisor: _____

Your position title: _____

Salary or wages: Starting: _____ Final: _____

Reason for leaving: _____

Dates From: _____ To: _____ Name of company: _____

Address: _____

Phone: (____) _____ Supervisor: _____

Your position title: _____

Salary or wages: Starting: _____ Final: _____

Reason for leaving: _____

Business References (Do not list relatives)

Name	Address	Phone Number	Title	Yrs known

Please read carefully before signing

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history. I authorize anyone possessing this information to furnish it to Characters upon request and I release anyone so authorized from all liability and damages whatsoever in furnishing, obtaining or using said information. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand and agree that if employed, the employment will be "at will". That is, either I or Characters may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application does not imply employment and that this application is not a contract of employment.

Applicant's Signature _____ Date Signed _____