



Application for Employment

Date _____

GENERAL INFORMATION

Name(Last Name, First) _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip Code _____

Position you are applying for _____

What Special Qualifications do you have? _____

What janitorial machines can you operate? _____

Are you 18 or Older? Yes ___ No ___ Are you a United States Citizen? Yes ___ No ___

Have you ever completed and application for or been employed by this company?
Yes ___ No ___

SPECIAL PURPOSE QUESTIONS

Have you been convicted of a felony or a misdemeanor within the last five years?
Yes ___ No ___

Do you have any physical limitations that prohibit you from performing any work for which you are being considered? Yes ___ No ___

If yes, what can be done to accommodate your limitation? Describe: _____

In Case of Emergency Notify: _____ Phone # _____

EDUCATION

	Name and Location	Years Attended	Subject	Graduated?
Grammar				
High School				
College				
Other				

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

EXPERIENCE

Name of Company	Dates of Employment	Salary	Reason for Leaving

REFERENCES

LIST BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

Name	Address	Business	Years Known

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO PEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

Date _____ Signature _____

Interviewed By _____

FOR OFFICE USE ONLY

DATE OF HIRE	WILL REPORT
SALARY	
NEATNESS	CHARACTER
PERSONALITY	ABILITY

THIS FORM HAS BEEN DESIGNED TO COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING DISCRIMINATION ON THE BASIS OF AN APPLICANT'S SEX OR MINORITY STATUS. QUESTIONS DIRECTLY OR INDIRECTLY REFLECTING SUCH STATUS HAVE BEEN INCLUDED ONLY WHERE NEEDED TO DETERMINE A BONA FIDE OCCUPATIONAL QUALIFICATION OR FOR OTHER PERMISSIBLE PURPOSES, SUCH QUESTIONS ARE APPROPRIATELY NOTED ON THE APPLICATION. NOTWITHSTANDING THESE EFFORTS, THE MANUFACTURER OF THIS FORM ASSUMES NO RESPONSIBILITY AND HEREBY DISCLAIMS ANY LIABILITY FOR INCLUSION IN THIS FORM, OF ANY QUESTIONS UPON WHICH A VIOLATION OF STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS MAY BE BASED.