



**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.