



APPLICATION FOR EMPLOYMENT  
(Equal Employment Opportunity Employer)  
(At-Will Employer)

GENERAL

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

Type of work desired: \_\_\_\_\_ Wages Desired: \_\_\_\_\_

Are you at least 18 years of age? ( ) Yes ( ) No

Have you ever applied here before? ( ) Yes ( ) No

Were you ever employed here? ( ) Yes ( ) No

Are you employed now? ( ) Yes ( ) No

May we contact your present employer? ( ) Yes ( ) No

If yes, give name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you eligible to work in the United States? ( ) Yes ( ) No

Do you have a valid driver's license in this state? ( ) Yes ( ) No

(answer only if the position you are applying for requires a driver license/CDL)

Do you have a valid CDL? ( ) Yes ( ) No

(answer only if the position you are applying for requires a driver license/CDL)

Can you perform the essential functions of the job(s) for which you are applying? ( ) Yes ( ) No

Are you able to work:

( ) Full Time ( ) Part Time ( ) Over Time ( ) Saturday ( ) Seasonal

This Company is an equal opportunity employer. All applications will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

**EDUCATION**

	Elementary	High	College	Graduate
School Name:				
Years Completed:	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Course of Study:				

**SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS**

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

List 3 references, not relatives or former employers, who are familiar with your qualifications and actual work history and ability.

	<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.	_____			
2.	_____			
3.	_____			

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. List your last 4 jobs in order. Do not omit any job.

Employer	Address
Telephone No.	Supervisor's Name
Your Job Position	Duties
Your Salary (hourly): Starting/Ending	Employed from ____/____/____ to ____/____/____

What did you like most about your job?

What did you like least about your job?

Reason for leaving?

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Employer

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Address

---

Telephone No.

---

Supervisor's Name

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Your Job Position

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Duties

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Your Salary (hourly): Starting/Ending

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Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

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What did you like most about your job?

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What did you like least about your job?

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Reason for leaving?

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Employer

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Address

---

Telephone No.

---

Supervisor's Name

---

Your Job Position

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Duties

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Your Salary (hourly): Starting/Ending

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Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

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What did you like most about your job?

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What did you like least about your job?

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Reason for leaving?

Employer	Address
Telephone No.	Supervisor's Name
Your Job Position	Duties
Your Salary (hourly): Starting/Ending	Employed from ____/____/____ to ____/____/____
What did you like most about your job?	
What did you like least about your job?	
Reason for leaving?	

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK BEFORE SIGNING.**

I verify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the person or organizations named in this application to provide you complete information and record regarding my employment, education, character and qualifications.

( ) Yes ( ) No

I will be responsible for familiarizing myself with all rules and regulations of the Company as they presently exist or are later modified. *I recognize that my employment can be terminated, at the discretion of the company or myself, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.*

( ) Yes ( ) No

I also understand that no representative of the Company has any authority to enter into any employment agreement for any specific period of time. Or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.

( ) Yes ( ) No

I have read, understand and agree with the above.

Signature of Applicant	Date
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*This application is valid for ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.*

This is a test in simple arithmetic. It includes only everyday calculations. Please your answers on the line over to the right hand side of the page. You will get along best if you do the problems in your head, but you may do any necessary figuring in the margins or between the lines.

1. At 4 cents each, how much will 3 pencils cost? .....\_\_\_\_\_ cents.
2. If nails cost 9 cents a pound, how many pounds can you buy for 27 cents? .....\_\_\_\_\_ pounds.
3. At 80 cents an hour, how many hours would it take to earn \$3.20?.....\_\_\_\_\_ hours.
4. If you have 40 cents and lose 15 cents, how much do you have left? .....\_\_\_\_\_ cents.
5. How many oranges can be bought for 25 cents at 60 cents per dozen?.....\_\_\_\_\_ oranges.
6. If you drive 15 miles a day, how many miles will you drive in 6 days? .....\_\_\_\_\_ miles.
7. How much money will you have to pay for an \$800.00 automobile, if you are allowed \$250.00 for your old car?.....\_\_\_\_\_ dollars.
8. How many miles could you travel by train for 70 cents, at 3.5 cents a mile? .....\_\_\_\_\_ miles.
9. If a farmer plows a 15-acre field in 21 hours, how long would it take him to plow a 5-acre field? .....\_\_\_\_\_ hours.
10. If 2 boys eat 6 apples, how many apples will 6 boys eat? .....\_\_\_\_\_ apples.
11. If it takes 5 minutes to grind 3 castings, how many castings can be ground in an hour? .....\_\_\_\_\_ castings.
12. If you buy a knife at 10% off the regular price of 80 cents, what do you save?.....\_\_\_\_\_ cents.
13. Jack had \$1.60, but gave a fourth of it to Bill and one-half of what was left to Joe; How much money remained? .....\_\_\_\_\_ cents.
14. If a 40-inch bar is cut in half, and one of the pieces is cut in four equal pieces, how long will each short piece be? .....\_\_\_\_\_ inches.
15. One flower bed has 12 rows of plants with 5 plants in a row, and another bed has 9 rows with 6 plants in a row. How many more plants does the first bed have?.....\_\_\_\_\_ plants.
16. If 15 men can make 75 bushings each hour on a lathe, how many bushings can 20 Men make in the same period, granting proper equipment?.....\_\_\_\_\_ bushings.
17. A 45-foot piece of rope is cut in two pieces, one being twice the length of the other; What is the length of the short piece?.....\_\_\_\_\_ feet.
18. Bill runs 3 yards while his brother runs 5 yards; how many yards will Bill run while His brother runs 15 yards? .....\_\_\_\_\_ yards.
19. A boy buys a pint of milk each day at school for 7 cents. How much would he save In 5 days by taking the same quantity from home at 12 cents for 2 pints?.....\_\_\_\_\_ cents.
20. If a watch gains 1-1/2 seconds a day, how many days will it take to gain 5 minutes?....\_\_\_\_\_ days.