

APPLICATION FOR EMPLOYMENT

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Last Name						First				M.I.		Date		
Street Address								Apartment/Unit #						
City						State				ZIP				
Phone (s)						E-mail Address								
Date Available						Last four digits of SSN		XXX-XX-		Desired Salary		\$		
Position Applied for														
Are you a citizen of the United States?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		
Have you ever worked for this company?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?								
Are you employed now?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, may we contact your employer?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		
Type of Employment		Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>		Summer <input type="checkbox"/>		Temporary <input type="checkbox"/>						
EDUCATION AND OFFICE SKILLS														
High School						Address								
From			To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>					
College or Trade School						Address								
From			To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
Years of Typing Experience			Words Per Minute			Other Office Equipment Used		Printer <input type="checkbox"/>		Copier <input type="checkbox"/>		Fax <input type="checkbox"/> Scanner <input type="checkbox"/> Calculator <input type="checkbox"/>		
Computer Software and Hardware Experience														
EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)														
Company								Phone						
Address								Name and Position of Supervisor						
Job Title						Starting Salary		\$		Ending Salary		\$		
Responsibilities														
From			To		Reason for Leaving									
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>		NO <input type="checkbox"/>										

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