

**PERSONAL INFORMATION** DATE: \_\_\_\_\_

<b>NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)</b>			<b>LAST 4 SOCIAL SECURITY</b>
<b>PRESENT ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>PERMANENT ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE NUMBER</b>	<b>REFERRED BY</b>		<b>DATE OF BIRTH (OPTIONAL)</b>

**EMPLOYMENT DESIRED**

<b>SHIFT APPLYING FOR (CIRCLE ONE)</b>	<b>DATE YOU CAN START</b>	<b>SALARY DESIRED</b>
1ST    2ND    3RD    ANY		
<b>ARE YOU EMPLOYED?</b>	<b>IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?</b>	
<b>HAVE YOU EVER WORKED AT THIS COMPANY BEFORE?</b>	<b>IF SO WHEN?</b>	

**EDUCATION**

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATE Y/N	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONSENCE SCHOOL			

**GENERAL**

<b>SUBJECTS OF SPECIAL STUDY, RESEARCH WORK, CERTIFICATIONS OR SPECIAL TRAINING AND SKILLS</b>	
<b>U.S. MILITARY SERVICE</b>	<b>RANK</b>

**FORMER EMPLOYERS (PLEASE LIST THE LAST ONE FIRST)**

DATE, MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM    TO				
FROM    TO				
FROM    TO				

(CONTINUED ON OTHER SIDE)

**REFERENCES**

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST FOR ONE YEAR.

NAME	ADDRESS & PHONE NUMBER	BUSINESS	YEARS KNOWN
1			
2			
3			

**Criminal History Instructions:**

Please read the instructions carefully before answering questions regarding criminal history. For these instructions, the words "convicted" and "conviction" include guilty pleas and pleas of "no contest." If you question whether your conviction is excluded, consult your own attorney. You are responsible for accurately responding to questions about your criminal history. The instruction applies to both adult and juvenile records, and both felony and misdemeanor convictions.

**Time Limits:** You are not required to disclose any felony conviction that is more than 10 years old. If you have been convicted of another offense within that last 5 years, you must disclose all convictions that occurred within the last 10 years. For purposes of this instruction, if you were incarcerated as a result of your conviction, use the last date of incarceration rather than the date of conviction in calculating the 5 year or 10 year period.

**Misdemeanor Convictions:** You are not required to disclose misdemeanor convictions except for those crimes involving dishonesty or theft (e.g. fraud, forgery, shoplifting, larceny, embezzlement).

**Juvenile Convictions:** You are not required to disclose juvenile records, unless it applies to the above instructions.

HAVE YOU EVER BEEN CONVICTED OF A FELONY?	IF YES, STATE FACTS INCLUDING DATES OF CONVICTION:
HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?	IF YES, STATE FACTS INCLUDING DATES OF CONVICTION:

**\*\*Conviction does not automatically bar employment, but will be considered as it relates to the fitness to perform the job\*\***  
**\*\*If you are applying for a position that will require driving, you must also disclose any conviction for driving under the influence.\*\***

**AUTHORIZATION:**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the reference and employers listed, to give you and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from the utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is written and signed by an authorized company representative.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

INTERVIEWED BY _____	DATE _____
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REMARKS

HIRED	SHIFT	POSITION	WILL REPORT	SALARY

**APPROVED:**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
 HUMAN RESOURCE DEPT. PLANT MANAGER COMPANY PRESIDENT

(CONTINUED ON OTHER SIDE)