

Education Background			
Name	Address	Course of Study	Graduate? If Yes, state degree
High School:			
College/Tech/Bus Scl:		Major: Minor:	
Graduate School:		Major: Minor:	

Are you still in school? If yes, where?

How many courses are you currently taking? Number of credits:

What is the course of study?

Special Skills (fill in only if job related):

Do you speak any foreign languages? Read? Write?

Personal Reference: Give the name, address and telephone number of a personal reference other than a relative or employer.

Name	Address	Telephone #

Employee Responsibility to the organization. (Please read before signing.)

As a condition of my employment, I accept the principle that the welfare of the organization depends upon the conduct and honesty of the members of the staff and upon the trust and confidence of the public. Our customers rightly expect honesty, security and confidentiality in their affairs. I therefore agree to the following:

1. I agree to give no unauthorized information relative to the accounts of the organization or its relation with others, and to discuss no matters of a confidential nature relating to the organization's affairs unless such discussion is in the necessary course of the organization's business and is in accordance with the organization's policy.
2. I also agree to inform the management of the organization, without delay, of any fraud, false entry, substantial error, embezzlement or employee misconduct, which I discover or know to have taken place in any records, property or funds of the organization, and to report any transaction or matter that seems damaging to the organization.

I acknowledge and understand that any violation of this Agreement may result in the termination of my employment.

Name _____ Signature _____ Date _____

APPLICATION FOR EMPLOYMENT

APPLICATION FOR EMPLOYMENT Federal and state laws prohibit discrimination in employment practices on account of race, creed, color, national origin, ancestry, sex, age, marital status, veteran status or handicap.							
Last Name, First Name, MI						Date	
Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work record? Explain.							
Present Address (Include Street, City, State and Zipcode)						Phone #	
Last Previous Address (if at present address less than two years)							
Are you over 17 years of age?				If under 18, do you have working papers?			
Are you legally employable within the United States at the present time?				Have you ever been convicted of a crime? Give details.			
Have you ever applied to this organization for a job before? If yes, when?				What brought you to this organization? <input type="checkbox"/> newspaper ad <input type="checkbox"/> friend/employee <input type="checkbox"/> employment agency <input type="checkbox"/> on my own <input type="checkbox"/> school <input type="checkbox"/> other source <input type="checkbox"/> state employ. service			
Were you ever employed by this organization?							
Position Desired:				Salary Desired: \$			
Status (circle one): full/parttime/summer						Earliest start date:	
Work Experience—account for all employment since high school or last ten years, whichever is less, with most recent experience first.							
From Mo./Yr.	To Mo./Yr.	Employer Name, Address	Principal Duties	Salary		Supervisor's Name, Title, #	Reason for lvg.
				Beg.	End		
Account for all unemployment since leaving school and between positions for the last ten years.							
From Mo./Yr.	To Mo./Yr.	State what you were doing			Persons other than relatives who can confirm unemployment (give tel #)		