

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex religion, disability or national origin.

Date / /

Employment Desired

Position	Date You Can Start	Salary Desired	Type of Employment Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/> If so may we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/>		Where?	When?

Personal Information

Last Name	First Name	Middle Name
Address (number, Street, City, State, Zip Code)		
Social Security Number	Home Telephone Number	Referred By

Education

School Attended and Location	No. of Years Completed	Did you graduate	
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College		Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Trade, Business or Correspondence School		Yes <input type="checkbox"/> No <input type="checkbox"/>	

General

Special Courses or Training
Experience/Skills Related to the Position for Which You Are Applying

Office/Secretarial Applications

Skill/Aptitude	Years of Experience	Words Per Minute	Software Used (in Word Processing)
Typing			
Shorthand			
Word Processing			

List secretarial training courses completed and any other training which may be helpful in considering your application.