



# Employment Application

**Personal Information**

Date \_\_\_\_\_

Social Security No. \_\_\_\_\_

Drivers License No. \_\_\_\_\_

FULL NAME \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NUMBER (DAY) \_\_\_\_\_ (NIGHT) \_\_\_\_\_

JOB DESCRIPTION DESIRED SALES \_\_\_\_\_ WAREHOUSE \_\_\_\_\_ CLERICAL \_\_\_\_\_

REFERRED BY \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS EMPLOYMENT (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)**

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER	TELEPHONE	SALARY	POSITION	REASON FOR LEAVING
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					

**OFFICE SKILLS, (LIST BELOW) SALES EXPERIENCE, OR WAREHOUSE EXPERIENCE**

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

REFERENCES (LIST AT LEAST 3 PERSONAL)

NAME	ADDRESS	TELEPHONE NO.	YEARS

EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN SSTART \_\_\_\_\_ SALARY \_\_\_\_\_  
 DESIRED \_\_\_\_\_  
 ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER \_\_\_\_\_  
 EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

*I authorize investigation of all statements contained in this Application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further I understand and agree that my employment is for no definite period and may, regardless of date of payment of my wages, salary, or commissions, be terminated at any time without any previous notice. I, as a salesman, understand that upon termination of employment all unpaid commissions and reserve will be held for 90 days or until all my accounts have paid in full.*

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

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(REMARKS) \_\_\_\_\_

APPEARANCE: \_\_\_\_\_ ATTITUDE \_\_\_\_\_

HIRED: FOR DEPT. \_\_\_\_\_ POSITION \_\_\_\_\_ REPORT \_\_\_\_\_ WAGES \_\_\_\_\_

APPROVED: \_\_\_\_\_  
 DEPT. HEAD \_\_\_\_\_ GENERAL MGR. \_\_\_\_\_