



APPLICATION FOR EMPLOYMENT

Last Name	First Name	Middle	Date
Street Address			Hm Phone
City	St	Zip	Cell Phone
Have you ever applied for employment with us? If so, when?			
Position Desired			Pay Expected
Are you applying for full or part time work?			When will you be available to work

Please mark an **X** below in the boxes for any times you would **not be available** to work.

Day	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Elementary					
High School					
College or Business Trade					
Graduate					

EMPLOYMENT

Please list most current job first.

Company Name	Telephone
Address	Employed Dates From to
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Telephone
Address	Employed Dates From to
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving

Are you looking for Full or Part Time work? _____
(Must pick one)

Please list any experience that you have for the following:

Sales _____

Office Work: _____

Engraving or Machinery _____

Computer Skills _____

Typing Skills? Words per minute? _____ Accuracy? _____

The information provided in this Application for Employment is true, correct and complete. If you employ me, any mistake or omission of fact on this application may result in my dismissal. I authorize the release of my job records to Edith's

Signature: _____ Date _____

Best way to contact me is . . . Phone: _____ Email _____