



____ / ____ / ____
Month / Day / Year

Position Applied For: _____

Salary Desired: _____

Name: _____

LAST

FIRST

MIDDLE

Address: _____

STREET

CITY

STATE

ZIP

Phone: _____

Mobile/Fax: _____

Date Available to Start: _____

Social Security Number: _____

Type of employment desired:

Full-Time

Part-Time

Temporary

Have you been ever been convicted of a felony?

YES

NO

If Yes, please explain: _____

Have you ever been applied to this company before?

YES

NO

When? _____

Are you legally eligible for employment in this country?

YES

NO

If you are under 18, do you have a work permit?

YES

NO

Are you employed now?	If so may we inquire of your present employer?
Referred By:	

EDUCATION	Name and Location of School	Number of Years attended	Did you graduate?	Subjects Studied
High School				
College				
Trade or Business School				

Subjects of special study/research, work or special training/skills:

U.S. Military or Naval Service:

Rank:

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Work Experience

FROM	TO	EMPLOYER	PHONE
JOB TITLE		ADDRESS	
Immediate supervisor and title		Nature of the work and responsibilities	

Reason for Leaving	Hourly Rate Salary
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FROM	TO	EMPLOYER	PHONE
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JOB TITLE	ADDRESS
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Immediate supervisor and title	Nature of the work and responsibilities
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Reason for Leaving	Hourly Rate Salary
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FROM	TO	EMPLOYER	PHONE
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JOB TITLE	ADDRESS
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Immediate supervisor and title	Nature of the work and responsibilities
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Reason for Leaving	Hourly Rate Salary
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Which of these jobs did you like best?	
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What did you like most about this job?	
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References

Name	Address	Business	Years Acquainted

Authorization

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice. At any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

It is unlawful in the state of Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Signature	Date
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Do Not Write below this line

Interviewed By:	Date:	
Remarks:		
Neatness:	Ability:	
Salary/Wage:	Starting Date:	
Hired:	Position:	Dept:
Approved:		