

# APPLICATION FOR EMPLOYMENT

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.*

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone (     )
	City, State, Zip			Business Telephone (     )
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: Month and Year                      Location			Social Security #
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work?
	Other special training or skills (languages, machine operation, etc.)			

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business /Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Membership in Professional or Civic Organizations**  
(Exclude those which may disclose your race, color, religion or national origin)

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<b>R E F E R E N C E  C H E C K</b>	<b>Employer</b>	<b>Person Contacted</b>	<b>Results</b>
	1		
	2		
	3		
	4		

<b>T E S T  R E S U L T S</b>	<b>Tests Administered</b>	<b>Raw Score</b>	<b>Rating</b>	<b>Analysis and Comments</b>

**Interviewer Name and Comments**

SELECTFORM, INC, believes that the information solicited from the applicant which lies outside the special section on page 3 is in full compliance with all Federal and State equal employment laws and with the Fair Credit Reporting Act. We do not assume responsibility for the user's inclusion in this "Application for Employment" of any question which may violate Federal, State or local laws and users should consult their own counsel with respect to any legal questions concerning the use of this form.

**D**  
**DO NOT ANSWER ANY QUESTION IN THIS SECTION UNLESS THE BOX IS CHECKED**

if the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

	Provide dates you attended school:	Elementary From _____ To _____	<input type="checkbox"/> Number of dependents, including yourself
	High School From _____ To _____	College From _____ To _____	<input type="checkbox"/> Are you a Vietnam veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other (give name and dates)		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Date of Marriage <input type="checkbox"/>
			Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
	What was your previous address?		How long at present address? Years _____ Months _____
			How long at previous address? _____ Years
	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," with what employers?		Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of age.
64/	Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.		
11e	State names of relatives and friends working for us, other than your spouse.		
	HOW MUCH WEIGHT CAN YOU LIFT WITH NO PROBLEMS <u>251b</u> <u>501b</u> <u>1001b</u>		

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The information provided in this Application for Employment is true, correct and complete. If you employ me, any misstatement or omission of fact on this application may result in my immediate dismissal.

I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

