

APPLICATION FOR EMPLOYMENT

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



PERSONAL

Last Name	First Name	Middle	Date
Street Address			Home Telephone
City, State, Zip			Business Telephone
Have you ever applied for employment with us? { YES } { NO } If yes: Month and Year _____ Position: _____			Social Security #
Position Desired			Pay Expected
Apart from absence for religious observance, are you available for full-time work? { YES } { NO } If not, what hours can you work? _____			Will you work overtime if asked { YES } { 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.)			

EDUCATION

SCHOOL	Name & Location	Course of Study	Years Completed	Did you graduate?	Degree/Diploma
Graduate			From: To: Years:	{ YES { NO }	
College			From: To: Years:	{ YES { NO }	
Business/ Trade/Technical			From: To: Years:	{ YES { NO }	
High School			From: To: Years:	{ YES { NO }	

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

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

Company Name { Do Not Contact }	Telephone ()
Address	Employed –(State month and year) From to
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

Company Name { Do Not Contact }	Telephone ()
Address	Employed –(State month and year) From to
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MILITARY

Did you serve in the U.S. armed forces { YES { NO If Yes – Branch: _____

Describe any training received relevant to the position for which you are applying.

Are you a veteran? { YES { NO

FOR HARTZELL'S USE ONLY

Interview Checklist

EMPLOYER	PERSON CONTACTED	RESULTS
1.		
2.		
3.		
4.		

Test Results

Tests Administered	Score	Rating	Analysis/Comments

Interviewer Name and Comments

Interviewer Name and Comments
