

EAST HARDWOOD COMPANY APPLICATION FOR EMPLOYMENT

(PLEASE ANSWER ALL QUESTIONS)



NOTICE: Applicant should read the following information carefully before filling out any of the questions in this form. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, color, sex, religion, or national origin. It is also illegal to discriminate in employment of persons because of their age if over 40.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS CITY STATE ZIP CODE

AREA CODE Telephone No. () _____

Position Applied For? _____ Date You Can Start _____ Salary Desired _____

Are You Applying For Full Time Part Time Temporary? Referred By _____

If Related To Anyone In This Organization, Give Name _____

EDUCATION

SCHOOLING	NAME AND LOCATION OF SCHOOL	FROM		TO		GRADUATE	
		MO.	YEAR	MO.	YEAR	YES	NO
ELEMENTARY						<input type="checkbox"/>	<input type="checkbox"/>
HIGH SCHOOL						<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OR UNIVERSITY						<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS, TRADE						<input type="checkbox"/>	<input type="checkbox"/>

CHECK KINDS OF WORK IN WHICH YOU HAVE HAD EXPERIENCE

<input type="checkbox"/> ACCOUNTING	<input type="checkbox"/> COLLECTIONS	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> STENOGRAPHIC
<input type="checkbox"/> BOOKKEEPING	<input type="checkbox"/> DATA PROCESSING	<input type="checkbox"/> PRINT SHOP	<input type="checkbox"/> TYPING
<input type="checkbox"/> CASHIER	<input type="checkbox"/> FILING	<input type="checkbox"/> PURCHASING	<input type="checkbox"/> WAREHOUSE

LIST THE OFFICE SKILLS AND/OR PLANT AND SHOP MACHINES YOU ARE QUALIFIED TO OPERATE:

1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

(APPLICANT TO ANSWER ONLY IF APPLYING AS A DRIVER OR VEHICLE OPERATOR)

Check the Types of Vehicles You Are Qualified, Through Experience, To Operate:
 Passenger Car Light Truck Heavy Truck or Tractor: Other _____
 Driver's License No. _____ State _____ Expires _____ Ever Suspended or Revoked? _____
 Do You Operate an Automobile? Yes No. If Yes, Give Make and Year _____
 Do You Have Auto Insurance? Yes No. Has It Ever Been Cancelled or Renewal Refused? Yes No
 How Many Convictions For Moving Violations Within Past 3 Years? _____
 Are You Willing to Take a Physical Examination at Our Expense? Yes No.

(Continued on Reverse Side)

FORMER EMPLOYERS

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

DATE	NAME AND ADDRESS OF EMPLOYER	PHONE NO.	POSITION	SALARY	REASON FOR LEAVING
MO./YEAR MO/YEAR					
1. TO					
2. TO					
3. TO					
4. TO					

Have You Ever Applied To This Company Before? Yes No Where _____ When _____

Are You Now Employed? Yes No Where? _____

May We Inquire of Your Present Employer? Yes No Telephone No. _____

Criminal Convitions/Traffic Violations: Have you ever been convicted of:

(1) A misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication)? Yes No

(2) A moving traffic violation within the last five years? Yes No

If yes, ATTACH STATEMENT, giving the date(s), time(s), location(s), circumstance(s), and dollar amount of fine(s). Include any conditions of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle for job requirements. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING APPLICATION.

IN CASE OF EMERGENCY NOTIFY -(NAME, ADDRESS, PHONE)

1. I Authorize Investigation of All Statements Contained in This Application.
2. I Understand That Misrepresentation or Omission of Facts Called For is Cause For Dismissal and That My Employment is Substantially Dependent on Truthful Answers to the Foregoing Inquiries.
3. I Have Read These Statements and Answers To These Inquiries. 0 Yes .0 No

Date _____ Signature _____

DO NOT WRITE --EMPLOYER'S USE					
EMPLOYERS					
1.					
2.					
3.					
4.					
DATE	INTERVIEWED BY	APPEARANCE	CHARACTER	PERSONALITY	ABILITY

REMARKS: