

Employment Application



APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Date Available			Social Security No.			Desired Salary
Position Applied for						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Reliable Transportation To/From Work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Do you have friends or relatives that work for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Name and Relationship			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
Do you have any condition that requires job accommodation(s)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
If so, list/describe accommodations required.						

EDUCATION

High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

JOB SKILLS AND QUALIFICATIONS

Please list below the skills and qualifications you possess that are relevant to the position for which you are applying.

--	--	--	--	--	--	--	--

REFERENCES

Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							

REFERENCES CONTINUED

Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary	\$
			Ending Salary \$

Responsibilities			
From		To	
		Reason for Leaving	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary	\$
			Ending Salary \$

Responsibilities			
From		To	
		Reason for Leaving	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary	\$
			Ending Salary \$

Responsibilities			
From		To	
		Reason for Leaving	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar agreement with any prior employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------

MILITARY SERVICE

Branch		From		To	
Rank at Discharge		Type of Discharge			
If other than honorable, explain					

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge in all respects.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize Digital Office Equipment and its representatives to contact my prior employers except for my current employer, only if I have marked "No" for "May we contact?", for the purpose of verification of the information, I have supplied and release same from any liability resulting from the information released. I authorize employers, schools, and other persons named on this application to provide any information or transcripts requested.

Signature		Date	
-----------	--	------	--