**APPLICATION FOR EMPLOYMENT**

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| --- |
| **POSITION DESIRED: SALARY EXPECTED: COUNSELOR:** |
| **NAME:** | **HIGH SCHOOL:** |
| **ADDRESS:** | **COLLEGE:** |
| **CITY: STATE: ZIP:** | **DEGREE / MAJOR:** |
| **PHONE/HOME: BUS:** | **FLUENT LANGUAGE(S):** |
| **MESSAGE:** |  |
| **FOR OFFICE USE** | **HOW LONG IN AREA: SOCIAL SECURITY #: I.D./DRIVERS LICENSE#:** |

***PLEASE LIST MOST RECENT POSITION FIRST/ACCOUNT FOR ALL LONG PERIODS OF UNEMPLOYMENT/EMPLOYMENT DATA.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM** | **TO** | **COMPANY****&ADDRESS** | **BUSINESS** | **SALARY** | **POSITION** | **SUPERVISOR** | **REASON FOR****LEAVING** |
| **MO./YR.** | **MO./YR.** |  |  |  |  |  |  |
| **MO./YR.** | **MO./YR.** |  |  |  |  |  |  |
| **MO./YR.** | **MO./YR.** |  |  |  |  |  |  |
| **MO./YR.** | **MO./YR.** |  |  |  |  |  |  |
| **OFFICE EQUIPMENT OPERATED/TECHNICAL SKILLS ACQUIRED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **WHAT DO YOU LIKE MOST ABOUT YOUR JOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**MILITARY SERVICE**

|  |  |
| --- | --- |
| **YEARS OF SERVICE:** | **BRANCH:** |
| **DUTIES:** |
|  |

**IN THE EVENT OF AN EMERGENCY PLEASE CONTACT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **ADDRESS:** | **CITY:** |
| **STATE:** | **ZIP:** | **PHONE:** | **RELATIONSHIP:** |

**HAVE YOU BEEN CONVICTED OF ANY VIOLATIONS OF THE LAW? (EXCLUDE TRAFFIC VIOLATIONS UNDER $50,000. A CONVICITON RECORD IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE WILL BE GIVEN INDIVIDUAL CONSIDERATION BASED ON JOB RELATEDNESS.) YES NO**

**WERE YOU EVER DISCHARGED OR FORCED TO RESIGN FROM ANY POSITION?: YES NO**

**I HAVE RECENTLY APPLIED FOR EMPLOYMENT AT THE FOLLOWING FIRMS. PLEASE DO NOT CONTACT THEM.**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY NAME:** | **POSITION APPLIED FOR:** | **INTERVIEWED BY:** | **STILL BEING CONSIDERED:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.***

**SIGNATURE DATE**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**