



101 Sherman Avenue
Vandergrift, PA 15690

Application for Employment

Notice to Applicants

Federal and state law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. We believe in and fully support the principle of equal employment opportunity and will fulfill our obligation to the fullest.

Personal

Name _____ Social Security No. _____

Permanent Address _____

Telephone No. _____ How long at above address? _____

Previous Address _____ How long? _____

Position applied for _____ Date you can start _____

Salary expected _____ Hour _____ Year _____ Month _____ How did you hear of opening? _____

Full time Part time (if part time, hours you can work: _____ Mon. – Fri. _____ Sat./Sun.)

Have you worked with us before? No Yes - if yes, explain listing previous job/title/location and length of service _____

What was your reason for leaving? _____

List any friends and/or relatives working with us now _____

Do you speak any foreign languages fluently? No Yes – please list _____

Optional

Are you over 21? Yes No (if NO, hire is subject to minimum legal age verification)

Sex: Male Female Height _____ ft. _____ in. Weight _____ lbs.

Marital status: Single Married Separated Divorced Widowed

Have you ever been bonded? No Yes – when _____

Have you ever been convicted of a crime in the past 10 years (including traffic violations)?

No Yes – explain _____

Do you have any physical handicaps preventing you from doing certain types of work?

No Yes – explain _____

Have you had any serious illness in the past 5 years? No Yes – explain _____

Education

Name and Location of School	"X" Over Last Grade Finished	Graduated	Major/Degree	Grade Point Average
	1 2 3 4 5 6	YES NO		
	6 7 8 9	YES NO		
	9 10 11 12	YES NO		
	13 14 15 16	YES NO		
	<input type="checkbox"/> Masters <input type="checkbox"/> Doctor <input type="checkbox"/> _____	YES NO		

Employment

List in reverse order beginning with present employer (1) Company name (3) City/State/Zip (2) Address (4) Contact & Phone	Present/Previous Employer Data					
	Position	Dates		Salary		Reason For Leaving
	Job/Title	From	To	Beginning	Ending	
1 _____						
2 _____						
3 _____						
4 <input type="checkbox"/> _____						
1 _____						
2 _____						
3 _____						
4 <input type="checkbox"/> _____						
1 _____						
2 _____						
3 _____						
4 <input type="checkbox"/> _____						

May we contact the employer at the phone given? if YES leave blank if NO

Military

Branch	Rank	Duties	Salary		Reason For Change In Rank
			From	To	

List any special school or skills acquired during your military service

References

Name	Address	Relationship	Phone Number

APPLICANT: Read and sign below

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal. You are hereby authorized to conduct any investigation of my personal history and/or credit and financial records employing investigative or credit agencies or bureaus of your choice subject to the provisions of the Fair Credit Reporting Act.

Applicant Signature

Date

APPLICANT - DO NOT WRITE IN THIS SECTION

INTER VIEWS	Interviewer	Date	Comments		
HIRED	Department	Position	Will Report	Location	Salary
	APPROVED: Personnel Department		Department Manager		General Manager