

NEW EMPLOYEE INFORMATION

Employee Data

Name: _____ SSN: _____ Date: _____
LAST FIRST M.I.

Current Address: _____
STREET CITY STATE ZIP

How long have you lived at current address? _____

Prior Address: _____
STREET CITY STATE ZIP

How long did you live at prior address? _____

Phone: _____ Cell: _____

Are you over 18 years of age? YES NO Sex: MALE FEMALE

Have you worked for this company in the past? YES NO If so, when? _____

Names of friends or relatives who work for this company: _____

Emergency Contact Information

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____
STREET CITY STATE ZIP

How is this person related to you? _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____
STREET CITY STATE ZIP

How is this person related to you? _____

Position Desired

Position: _____ Date you can start work: _____

Are you currently employed? YES NO If so, can we contact your current employer? YES NO

Employment History and Educational Background

List your past three employers, beginning with the most recent:

COMPANY	ADDRESS	PHONE	SUPERVISOR
1. _____			
2. _____			
3. _____			

List your past three schools you attended, beginning with the most recent:

NAME	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE
1. _____				
2. _____				
3. _____				

General

List any foreign languages you speak and check your level of fluency:

_____	<input type="checkbox"/>	MINIMAL	<input type="checkbox"/>	FLUENT	<input type="checkbox"/>	READ	<input type="checkbox"/>	WRITE
_____	<input type="checkbox"/>	MINIMAL	<input type="checkbox"/>	FLUENT	<input type="checkbox"/>	READ	<input type="checkbox"/>	WRITE
_____	<input type="checkbox"/>	MINIMAL	<input type="checkbox"/>	FLUENT	<input type="checkbox"/>	READ	<input type="checkbox"/>	WRITE

List any special skills or abilities you have that can be applied to this position:

Security

Have you ever been bonded: YES NO

If so, explain: _____

Have you been convicted of a felony within the past 5 years? YES

NO If so, explain (this will not necessarily exclude you from consideration.)

Military

Have you served in the Military: YES NO Branch: _____

Served from: _____ Rank: _____

Do you have any military commitment, including National Guard Service that would influence your work schedule?

YES NO If so, explain: _____

Are you a Vietnam veteran? YES NO Are you a disabled veteran? YES NO

Are you a special disabled veteran? YES NO

REASONABLE ACCOMODATIONS: In the event you believe you will need reasonable accommodations to assist you in performing your job, please contact your supervisor or human resources coordinator.

Authorization

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application will be grounds for dismissal.

Employee Signature: _____ Date: _____