



Since 1983

# EMPLOYMENT APPLICATION

**PERSONAL INFORMATION**

Date:

Name (Last, First, Middle)	Date of Birth	Telephone Number
Address		Social Security Number
City/State/Zip		E-mail Address

Are you legally authorized to work in the United States? Yes No

Are You Applying For: F/T P/T Temp	What Shift(s) Will You Work? Days Evenings Nights Saturdays	May We Contact Prevoius Employers? Yes No
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**EMPLOYMENT HISTORY - Begin With Most Recent Employment**

Dates From To	Company Name	City, State
Titles and Duties –		
Reason for Leaving:	Supervisor's Name	Telephone Number
Dates From To	Company Name	City, State
Titles and Duties –		
Reason for Leaving:	Supervisor's Name	Telephone Number
Dates From To	Company Name	City, State
Titles and Duties –		
Reason for Leaving:	Supervisor's Name	Telephone Number
Dates From To	Company Name	City, State
Titles and Duties –		
Reason for Leaving:	Supervisor's Name	Telephone Number

**EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses**

Have you obtained a high school diploma or GED certificate? Yes No			
School	Name & Location	Diploma/Degree	Subject Of Specialization
High School			
College/University			
Specialized Courses & Training			

**CLERICAL SKILLS - To Be Completed for Clerical Positions**

Typing, WPM		Insurance Terminology Yes No	Legal Terminology Yes No
Shorthand, WPM			
List Specific Computer Skills			

**OTHER SPECIAL SKILLS - List Other Specific Skills You Have to Offer for This Job Opening:**

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**REFERENCES - Give the Names of Three Persons Not Related to You**

Name	Address	Telephone	Occupation

The information on this application is true and accurate to the best of my knowledge. Any false statements made intentionally will be cause for immediate reprimand and/or dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR EMPLOYER NOTES:**

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Interviewing Manager: \_\_\_\_\_ Date: \_\_\_\_\_