

EXERCISE: What Questions Does This Application Raise?
ABC COMPANY
APPLICATION FOR EMPLOYMENT

ABC COMPANY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. IT IS THE PHILOSOPHY, INTENT, AND COMMITMENT OF ABC COMPANY TO ADHERE TO A POLICY OF EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL APPLICANTS AND EMPLOYEES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, ANCESTRY, NATIONAL ORIGIN, VETERAN STATUS, MENTAL OR PHYSICAL DISABILITY OR ANY OTHER STATUS PROTECTED BY LAW.

When completing this application, do not leave any questions blank. Do not substitute “see resume” for any requested information. Complete one application for every job for which you are applying.

THIS APPLICATION WILL REMAIN ACTIVE FOR THREE (3) MONTHS UPON SIGNING.

PERSONAL DATA

Last Name Doe	First John	Middle	Date Today
Street Address 111 Main Street		Home Phone (614) 555-1111	
City, State, Zip Columbus, Ohio 43215		Business Phone N/A	
Are you 18 years or older? Yes		Social Security No. 100 00 000	
Position Desired Any		Salary Desired Any	
Are you currently employed? No		Are you currently on “lay-off” status and subject to recall? No	
When would you be able to begin work? When you want	Are you available to work: X Full-Time X Part-Time X Shift Work X Temporary		
Are you legally eligible for employment in the United States? I think so		If necessary, are you available to work overtime? If you ask nice.	
Have you been convicted of a felony or misdemeanor (other than traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes explain: Maybe		NOTE: A conviction will not necessarily be a bar to employment. Factors such as date, nature and number of offenses, age at the time of offense and rehabilitation will be considered.	
How did you learn of ABC COMPANY? I blacked out fell asleep in your doorway last week.		Are you related to anyone employed at ABC COMPANY? I’m not shur.	

EMPLOYMENT HISTORY (List most recent employer first)

Company Name: Allied, Inc.	Telephone Number: (614) 436-5880
Address: 222 East Campus View Blvd., Cols. Ohio 43235	Employed (mm/yy) From: 1/96 To: 5/96
Name and Title of Supervisor: Tim Moore, Director of Facilities	Annual Pay Start: \$8.00 Finish: \$7.50
Job Title and Job Description: Janator: Cleaned restrooms, cutt grass, swept shovelled snow	Reason for Leaving:

Company Name: ABC Coop.	Telephone Number: (614) 555-1122
Address: 111 West Main Street, Cols. Ohio 43227	Employed (mm/yy) From: 10/95 To: 12/95
Name and Title of Supervisor: Billy, Head Janator	Annual Pay Start:\$ Finish:\$
Job Title and Job Description: Janator: See up there	Reason for Leaving: They fired me cause I stunk.

Company Name: XYZ Coop..	Telephone Number: (791) 543-2111
Address: 15 West LayFayett Ontario, Canada	Employed (mm/yy) From: 1/95 To: 12/95
Name and Title of Supervisor: Tom, VP of Janators	Annual Pay:Start:\$ 10.00 Finish:\$10.00
Job Title and Job Description: Janator: See up there	Reason for Leaving: Quit

EDUCATION

	High School	College/University	Graduate/Professional
School Name, Address and Phone Number	Montreal Institute For Kids		
Years Completed	(9) 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Course of Study			
Honors Received			

Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.

SPECIAL SKILLS AND TRAINING

Other than English, are you fluent in any language? Please List::
In which computer programs do you feel you have proficiency?
Do you have any other advanced training, continuing education or special study experience that you think would be helpful in the position for which you are applying? Please list: I got all my teeth and I don't eet whut I find on the floor. I have spent the last few years off frum work due to in-service.

REFERENCES

Name	Relationship	Years Known	Telephone Number
May we contact your current employer? NO!!!!			