

POLAND TOWNSHIP APPLICATION FOR EMPLOYMENT

Date _____

PERSONAL INFORMATION

Name _____ Social Security Number _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone No. _____ Apartment No. _____

In Case of Emergency Notify _____
Name Address Phone No.

Employment Desired

Position _____ Date You Can Start _____ Salary Desired _____

Are you employed now? _____ If so May We Inquire Of Your Present Employer? _____

Ever applied to this Company before? _____ Where? _____ When? _____

Ever Worked for this Company Before? _____ Where? _____ When? _____

Reason for Leaving _____

Name of Last Supervisor at this Company _____

- Who Referred You to this Company
- | | |
|--|---|
| <input type="checkbox"/> Employment Agency
<input type="checkbox"/> Newspaper Advertisement
<input type="checkbox"/> College Placement Service
<input type="checkbox"/> State Employment Office | <input type="checkbox"/> Walked in
<input type="checkbox"/> Friend
<input type="checkbox"/> Other |
|--|---|

Education

School	Name and Address of School	Course of Study	Years Complete*	Diploma / Degree*
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age. **Employment is under the conditions of passing a physical and a drug screen test on Application.**

OFFICE USE ONLY

DATE EMPLOYMENT _____ RATE OF PAY _____

FORMER EMPLOYERS (List below last three employees, starting with last one first)

Name and Address of Present or Last Employer

Starting Date

Leaving Date

Weekly Starting Salary

Weekly Final Salary

Job Title

May We Contact Supervisor?

Name and Title of Supervisor

Phone No.

Description of Work

Reason for Leaving

Name and Address of Employer

Starting Date

Leaving Date

Weekly Starting Salary

Weekly Final Salary

Job Title

May We Contact Supervisor?

Name and Title of Supervisors

Phone No.

Description of Work

Reason for Leaving

Name and Address of Employer

Starting Date

Leaving Date

Weekly Starting Salary

Weekly Final Salary

Job Title

May We Contact Supervisor?

Name and Title of Supervisor

Phone No.

Description of Work

Reason For Leaving

REFERENCES: Give below the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

Special Training _____

Special Skills _____

SERVICE RECORD

U.S. Military or
Naval Service _____

Rank _____

Present Membership in
National Guard or Reserves _____

Date
Obligation Ends _____

Type of Discharge and Date _____

AUTHORIZATION

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE _____

SIGNATURE _____

DO NOT WRITE ON THIS PAGE

FOR INTERVIEWER'S USE



Interviewed by _____

REMARKS:

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	



Hired Part-time _____ Hired Full-time _____

Date _____ Date _____

Salary Wages _____ Will Report To: _____



This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting discrimination on the basis of an applicant's sex or minority status. Questions directly or reflecting such status have been included **only** where needed to determine a bona fide occupational qualification or for other permissible purposes. Such questions are appropriately noted on the application. Notwithstanding these efforts, TOPS does not assume responsibility and hereby disclaims any liability for inclusion in this form of any questions upon which a violation of State and Federal fair employment practice laws may be based.