



23278 BERNHARDT STREET • HAYWARD, CA 94545
510.783.7977 • FAX: 510.783.9699

application for employment

PLEASE COMPLETE ALL INFORMATION

GENERAL INFORMATION

DATE _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

PHONE NO. _____ SOCIAL SECURITY NUMBER _____

EDUCATION

	NAME AND LOCATION OF SCHOOL	YEARS COMPLETED	DID YOU GRADUATE	SUBJECTS STUDIED AND/OR DEGREE(S) RECEIVED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				
OTHER				

EDUCATION COMMENTS: (SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK, FOREIGN LANGUAGES, ETC.) _____

FORMER EMPLOYMENT

DATE (MONTH AND YEAR)	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM: TO:				
FROM: TO:				
FROM: TO:				

EMPLOYMENT COMMENTS: _____

DO YOU HAVE A VALID DRIVER'S LICENSE IN THIS STATE? YES NO

WILL YOU HAVE ACCESS TO AN AUTOMOBILE DURING WORK HOURS? YES NO

PHYSICAL RECORD

Is there any type of work which your physical or mental condition prohibits, or have you ever been advised by a physician not to perform certain types of work? If so, please explain:

REFERENCES (THREE PERSONS NOT RELATED TO YOU)

	NAME	ADDRESS/PHONE NO.	BUSINESS/OCCUPATION	YEARS ACQUAINTED
1.)				
2.)				
3.)				

OTHER INFORMATION

SHORT-TERM GOALS: (PERSONAL AND BUSINESS)

LONG-TERM GOALS: (PERSONAL AND BUSINESS)

SALARY REQUIREMENTS: (SPECIFY MINIMUM SALARY REQUIREMENT (IF ANY) – STARTING SALARY DETERMINED BY QUALIFICATIONS)

DATE YOU CAN START: _____

Tell us briefly about yourself: your ambitions, qualifications, and reasons for wanting employment with us. _____

ANY OTHER COMMENTS _____

REFERRED BY: (IF NEWSPAPER AD, SPECIFY PUBLICATION) _____

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 _____

Employment at this Company employment at will. Employment at-will may be terminated with or without cause and with or without notice at any time by the Employee or Company. No manager, supervisor or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.