

# New Employee Information

Please provide all applicable information.

## EMPLOYEE DATA:

Employee: \_\_\_\_\_ S.S.N: \_\_\_\_\_

LAST

FIRST

MIDDLE

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ How long at current address? \_\_\_\_\_

Prior Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ How long at prior address? \_\_\_\_\_

Are you over 18 years of age?  Yes  No Sex:  Male  Female

Have you worked for this company before?  Yes  No

Names of friends or relatives who presently work for this company: \_\_\_\_\_

## CONTACT INFORMATION:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How is this person related to you? \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How is this person related to you? \_\_\_\_\_

## POSITION DESIRED:

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you employed now?  Yes  No If so, may we contact your current employer?  Yes  No

## EDUCATIONAL BACKGROUND AND EMPLOYMENT HISTORY :

List the last three (3) schools you attended, beginning with the most recent.

Name & Address	# of Years Completed	Graduate?	Major/Degree
1.			
2.			
3.			

List your last three (3) employers, beginning with the most recent.

Company	Address	Phone #	Supervisor
1.			
2.			
3.			

**GENERAL:**

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

_____	<input type="checkbox"/> Speak some	<input type="checkbox"/> Speak fluently	<input type="checkbox"/> Read	<input type="checkbox"/> Write
_____	<input type="checkbox"/> Speak some	<input type="checkbox"/> Speak fluently	<input type="checkbox"/> Read	<input type="checkbox"/> Write
_____	<input type="checkbox"/> Speak some	<input type="checkbox"/> Speak fluently	<input type="checkbox"/> Read	<input type="checkbox"/> Write

**SECURITY:**

Have you ever been bonded?  Yes  No

Please explain:

Have you been convicted of a felony within the last five years?  Yes  No

If yes, explain (this will not necessarily exclude you from consideration):


**MILITARY:**

Have you served in the military?  Yes  No Which branch?

Served from        /        /        to        /        /        Rank:

Do you have any military commitment, including National Guard, that would influence your work schedule?  Yes  No

If yes, explain:

Are you a Vietnam Veteran?  Yes  No Are you a disabled Veteran?  Yes  No

Are you a Special Disabled Veteran?  Yes  No

**REASONABLE ACCOMODATION:** In the event you believe you will need a reasonable accomodation 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 unemployed, falsified statements on this application shall be grounds for dismissal.

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