

# Application for Employment

PO Box 28269 St. Louis, Missouri 63132

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or another other legally protected status.

Position Applied For:	Date:
<input type="text"/>	<input type="text"/>

How did you hear about us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other <input type="text"/>

Last name:	First Name:	Middle Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address:	City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone:	Cell Phone:	Social Security #:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No If Yes Select Date

Have you ever been employed by us before?  Yes  No If Yes Select Date

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming an employee in this country because of Visa or immigration status?  Yes  No

On what date would you be available to work? Date:

Are you available to work:  Full-Time  Part Time  Shift Work  Temporary

Are you available to work:  Full-Time  Part Time

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if the position requires it?  Yes  No

Have you been convicted of or pleaded guilty to a crime (excluding sealed or expunged convictions)  Yes  No

in the past 7 years?\*\*\*

\*A record of conviction is not an absolute bar to employment. Such information will be considered only if there is a substantial relationship between the circumstances of the conviction and the position being applied for

\*Applicants residing in Massachusetts or applying for employment in Massachusetts do not answer this question

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer:	Start Date:	End Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer Address:	Employer Telephone #:	Salary/Hourly Rate:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Supervisor:	Your Job Title:	Reason for Leaving:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Duties:		
<input type="text"/>		

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Your Supervisor:	Your Job Title:	Reason for Leaving:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Duties:		
<input type="text"/>		

Special Skills and Qualifications:

# Educational History

Elementary School:

Graduated?

Area of Study/Diploma Earned:

High School:

Graduated?

Area of Study/Diploma Earned:

Undergraduate College/University:

Graduated?

Area of Study/Diploma Earned:

Graduate/Professional:

Graduated?

Area of Study/Diploma Earned:

Other Specialized Training Received:

In the text box below please indicate any honors that you have received or state any additional information you feel may be helpful to us in considering your application:

Please indicate any foreign languages you can speak, read, and/or write:

	Fluent	Good	Fair
Speak	<input type="text"/>	<input type="text"/>	<input type="text"/>
Read	<input type="text"/>	<input type="text"/>	<input type="text"/>
Write	<input type="text"/>	<input type="text"/>	<input type="text"/>

List professional, trade, business or civic activities and offices held. (You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.)

# Business References

Please Provide individual and company names, position, addresses, and phone numbers for 3 business references

Reference #1: Name

Reference #1: Position

Reference #1: Telephone #

Reference #1: Organization/Company

Reference #1: Address

Reference #2: Name

Reference #2: Position

Reference #2: Telephone #

Reference #2: Organization/Company

Reference #2: Address

Reference #3: Name

Reference #3: Position

Reference #3: Telephone #

Reference #3: Organization/Company

Reference #3: Address

Have you ever had any job-related training in the United States Military?

Yes

No

If Yes, please explain:

# Applicant's Statement

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I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period of time should inquire as to whether or not applications are currently being accepted.

I hereby acknowledge that any employment relationship with this Company is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Employee Signature

Date

# For Personnel Department Use Only

Arrange Interview:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary
Employed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Employment:	<input type="text"/>	
Job Title:	Hourly Rate/Salary:		Department:		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Hired by (name and title):	Date:				
<input type="text"/>	<input type="text"/>				

Notes: