

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name First Middle Maiden

Address Number Street City State Zip Code

How long at present address? _____

Social Security Number _____

Telephone Number Cell Number E-Mail Address

Position applied for: (1) _____

(2) _____

How many hours can you work weekly? _____ Will Accept:

Can you work nights? _____ Part-Time

Full-Time

Date Available _____ On-Call

WORK EXPERIENCE

Current or Last Employer _____ Telephone Number _____

Address _____ City _____ State _____ Zip _____

Reason for Leaving _____

Position _____ Dates of Employment _____ Salary: Beginning _____ End _____

Supervisor: _____ May We Contact Employer? Yes No

Duties Performed: _____

WORK EXPERIENCE

Last Employer		Telephone Number	
Address	City	State	Zip
Reason for Leaving			
Position	Dates of Employment	Salary: Beginning	End
Supervisor:	May We Contact Employer?	Yes	No
Duties Performed:			

EDUCATION

High School Graduate or General Education (GED) Test Passed? Yes No

Name and Location of High School _____
COLLEGE, BUSINESS SCHOOL, (Most recent first)

Name and Location	Graduate	Degree & Year	Major or Subject
	Yes No		
	Yes No		

It is a requirement of Belco Works to obtain your driver's abstract for this position. We cannot hire if a person has 6 or more points on their license. Will this be a problem? Yes No

It is a requirement of Belco Works, Inc. to obtain a Criminal Background check of employees. Will this be a problem? Yes No

REFERENCES

Please list (2) references other than relatives or previous employers.

1.

Name	Telephone Number	Years Known
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2.

Name	Telephone Number	Years Known
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How did you hear about Belco Works? _____

I certify the answers I have made to all of the questions in this employment application are true and complete to the best of my knowledge. I understand I am responsible for the correctness of this application and any misrepresentation or omission of facts called for is reason for dismissal if employed. I understand successful completion of a drug test will be required when a conditional offer of employment is made. I understand a current drivers license, high school diploma or GED will be required upon offer of employment.

Applicant's Signature **(To be signed at Interview)** _____ Date _____