

# DO-ALL, INC.

## APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

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*Last name* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle* \_\_\_\_\_

*Street Address* \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

*Have you ever applied for employment with us?*  *Yes*  *No* *If yes, state Month and Year* \_\_\_\_\_

*Position Desired* \_\_\_\_\_

*Apart from absence for religious observance, are you available for full-time work?*  *Yes*  *No* *If not, what hours can you work?* \_\_\_\_\_

*Are you legally eligible for employment in the United States?*  *Yes*  *No*

*Have you ever been convicted of a felony?*  *Yes*  *No* *If yes, explain* \_\_\_\_\_

*List other special training or skills (languages, machine operation, etc.)* \_\_\_\_\_

*Date* \_\_\_\_\_

*Home Telephone* \_\_\_\_\_

*Business Telephone* \_\_\_\_\_

*Pay Expected* \_\_\_\_\_

*Will you work overtime if asked?* \_\_\_\_\_

*When will you be available to begin work?* \_\_\_\_\_

*Are you 18 years of age or older?*  *Yes*  *No*

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<i>School</i>	<i>Name and Location of School</i>	<i>Course of Study</i>	<i>No of Years Completed</i>	<i>Did you Graduate?</i>	<i>Degree or Diploma</i>
<i>High School</i>					
<i>College</i>					
<i>Business/Trade/Technical</i>					

### MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

*(Exclude those which may disclose your race, color, religion or national origin)*

### MILITARY

*Did you serve in the U.S. Armed Forces?*  *Yes*  *No*

*If yes, in what Branch?* \_\_\_\_\_

*Describe any training received relevant to the position for which you are applying:*

# EMPLOYMENT

*Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.*

1	<i>Company Name</i>		<i>Telephone</i>	
	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Employment Month/Year Start and End dates</i>
	<i>State Job Title and Describe your work</i>			<i>Weekly Pay</i>
	<i>Describe your work</i>			<i>Reason for Leaving</i>
2	<i>Company Name</i>		<i>Telephone</i>	
	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Employment Month/Year Start and End dates</i>
	<i>State Job Title and Describe your work</i>			<i>Weekly Pay</i>
	<i>Describe your work</i>			<i>Reason for Leaving</i>
3	<i>Company Name</i>		<i>Telephone</i>	
	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Employment Month/Year Start and End dates</i>
	<i>State Job Title and Describe your work</i>			<i>Weekly Pay</i>
	<i>Describe your work</i>			<i>Reason for Leaving</i>

We may contact the employers listed above unless you indicate those you do not want us to contact  
**DO NOT CONTACT**

Employer Number(s) \_\_\_\_\_ Reason \_\_\_\_\_

REFERENCES	<i>Give names of three persons not related to you whom you have known at least one year</i>				
NAME	ADDRESS	CITY	STATE	BUSINESS/OCCUPATION	YEARS ACCQUAINTED
1					
2					
3					

SIGNATURE	<i>The information provided in this Application for Employment is true, correct and complete. If you employ me, any misstatement or omission of fact on this application may result in my dismissal.</i>	
	<i>I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.</i>	
	_____ <i>SIGNATURE</i>	_____ <i>DATE</i>