



# APPLICATION FOR EMPLOYMENT



We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability or national origin.

**Employment Desired** \_\_\_\_\_ **Date:**  /  /

Position:

Date You Can Start:  /  /  Salary Desired:

Type of Employment: Full-time  Part-time  Summer  Temporary

Are you employed now? Yes  No  If so, can we contact your present employer? Yes  No

Have you ever applied to this company? Yes  No  When?  /  /

## Personal Information

Last Name:  First Name:  Middle Name:

City:  State:  Zip:  -

Social Security Number:  Home Phone: ()  -

Referred By:

## Education

High School Attended:  No. of years completed

Location:  Did you graduate? Yes  No

College Attended:  No. of years completed

Location:  Did you graduate? Yes  No

Degree:

Trade, Business School:  No. of years completed

Location:  Did you graduate? Yes  No

## General

Special Courses or Training: \_\_\_\_\_

Experience /Computer Skills /Programs Related to the Position of Which You Are Applying: \_\_\_\_\_

## Office/Secretarial Applications

Skill Aptitude  
Typing Shorthand Word Processing  
Years Experience/Words Per Minute  /   /   /

List Secretarial training courses completed and any other training which may be helpful in considering your application.



To Whom it may concern:

I give my permission for Equipment Supply Co., Inc. to run a check on my driving record.  
I am aware that the job I have applied for requires a clean driving record.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_

DL Number 

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