



1314 Union St – P O Box 1169
West Springfield, MA 01090

APPLICATION FOR EMPLOYMENT

We consider all 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.

Date _____

Last Name First Name Middle Name

Address City State Zip Code

Telephone Number(s) Social Security Number

How many years have you lived at this address? _____

Position(s) applied for _____

Expected rate of pay _____ per _____

How did you learn of this opening? _____

Have you ever been employed with us before? _____ Yes _____ No
If yes, when? _____

List any friends or relatives who are currently employed here. _____

If hired, on what date would you be able to work? _____

Are you available to work: _____ Full Time _____ Part Time _____ Temporary

Do you have a reliable means of transportation to get to work? _____ Yes _____ No

Are you a United States Citizen? _____ Yes _____ No

If no, are you legally eligible for employment in this country? _____ Yes _____ No

EDUCATIONAL BACKGROUND

Type of School	Name & Address	Years completed	Graduated	Course or Major
Grammar / Grade School			_____ Yes _____ No	
High School			_____ Yes _____ No	
College			_____ Yes _____ No	
Graduate School			_____ Yes _____ No	
Other or Business Train			_____ Yes _____ No	

MILITARY SERVICE RECORD

Have you ever served in the armed forces? _____ Yes _____ No

If yes, what branch? _____

Dates of Duty: From: _____ To: _____ Rank at Discharge: _____

What were your duties in the service? _____

EMPLOYMENT RECORD

Start with the most recent position. List in order, last or present employer first.

From	To	Company Name and Address	Position	Rate of Pav		Reason for leaving
				Start	Finish	
Supervisor's Name		Telephone		May we contact employer		
Duties and Responsibilities: _____						

From	To	Company Name and Address	Position	Rate of Pay		Reason for leaving
				Start	Finish	
Supervisor's Name		Telephone		May we contact employer		
Duties and Responsibilities: _____						

From	To	Company Name and Address	Position	Rate of Pay		Reason for leaving
				Start	Finish	
Supervisor's Name		Telephone		May we contact employer		
Duties and Responsibilities: _____						

From	To	Company Name and Address	Position	Rate of Pay		Reason for leaving
				Start	Finish	
Supervisor's Name		Telephone		May we contact employer		
Duties and Responsibilities: _____						

Are there any other experiences, skills, or qualifications which you feel would be especially fit you for work with this company?

REFERENCES (Excluding Relatives):

Name	Occupation	Address	Phone Number

APPLICANT'S CERTIFICATION

I certify that the information that I have given on this application is correct to the best of my knowledge. I understand that any false statements or misrepresentations of this information may be considered reason for refusal of or dismissal from employment.

Signature

Date