

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

|                        |        |        |                                    |            |  |
|------------------------|--------|--------|------------------------------------|------------|--|
|                        |        |        |                                    | Date _____ |  |
| Name _____             |        |        |                                    |            |  |
| Last                   | First  | Middle | Maiden                             |            |  |
| Present address _____  |        |        |                                    |            |  |
| Number                 | Street | City   | State                              | Zip        |  |
| How long _____         |        |        | Emergency Contact Name: _____      |            |  |
| Telephone (____) _____ |        |        | Emergency Contact Telephone: _____ |            |  |
| e-mail _____           |        |        | Relation: _____                    |            |  |

### EMPLOYMENT DESIRED

|  |       |                                     |
|--|-------|-------------------------------------|
| Position(s) applied for _____  |       | Days/hours available to work: _____ |
| Salary desired _____   | _____ |                                     |
| How many hours can you work weekly? _____  |       | Can you work evenings? _____        |
| Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME |       |                                     |
| When are you available to start work? _____  |       |                                     |

### EDUCATION

| TYPE OF SCHOOL                  | NAME OF SCHOOL | LOCATION | YEARS COMPLETED | MAJOR & DEGREE |
|---------------------------------|----------------|----------|-----------------|----------------|
| High School                     |                |          |                 |                |
| College                         |                |          |                 |                |
| Business or Trade School        |                |          |                 |                |
| Professional or Graduate School |                |          |                 |                |

## WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of Employer<br>Address<br>City, State, Zip<br>Phone number  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your last job title     |                  |                |
| Reason for leaving (be specific)   |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of Employer<br>Address<br>City, State, Zip<br>Phone number  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your Last Job Title     |                  |                |
| Reason for leaving (be specific)   |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |

|  |                         |                  |                |
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| Name of Employer<br>Address<br>City, State, Zip<br>Phone number  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your last job title     |                  |                |
| Reason for leaving (be specific)   |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |

## GENERAL

Have you ever been in the armed forces?

☐ Yes

☐ No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

If hired, can you provide proof of U.S. citizenship

☐ Yes

☐ No

Briefly describe your immigration status:

Have you ever been employed with this company?

☐ Yes

☐ No

Do you have any friends or relatives employed by this company?

☐ Yes

☐ No

If yes, please provide their names and relationship to you. \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work?

☐ Yes

☐ No

## REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

|              |         |                  |
|--------------|---------|------------------|
| Name         |         | Occupation       |
| Company name | Address |                  |
| Telephone    | E-mail  | Years acquainted |

|              |         |                  |
|--------------|---------|------------------|
| Name         |         | Occupation       |
| Company name | Address |                  |
| Telephone    | E-mail  | Years acquainted |

|              |         |                  |
|--------------|---------|------------------|
| Name         |         | Occupation       |
| Company name | Address |                  |
| Telephone    | E-mail  | Years acquainted |

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Wm. Blanchard Co. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Wm. Blanchard Co. depends solely on your qualifications.