



Application For Employment - Sample #1

NOTE: This form is provided as a guide. It is without legal review. NAMTA suggests that any business utilizing any or all of this form do so after confirming that the information and/or questions on this form are appropriate according to the government bodies that have jurisdiction over your business, along with being aware of all state and federal laws regulating at what point in the interview/hiring process a form such as this can be used, and what questions are allowed.

Date: _____

Name: _____

Address: _____

Phone Numbers: _____

Transportation: _____

Other Contact Information: _____

Position Applying for: _____

Salary Expectation: _____

Benefit Expectation: _____

Hours Available for Work:

<i>Monday</i> _____	<i>Tuesday</i> _____
<i>Wednesday</i> _____	<i>Thursday</i> _____
<i>Friday</i> _____	<i>Saturday</i> _____
	<i>Sunday</i> _____

Most Recent Job: _____ **Position Held:** _____

Dates: From: _____ To: _____

Supervisor: _____ Phone: _____

Responsibilities: _____

Previous Job: _____ **Position Held:** _____

Dates: From: _____ To: _____

Supervisor: _____ Phone: _____

Responsibilities: _____

Education/Other Jobs/Other Talents & Abilities: _____

Please rate your relationship with computers - circle one:

1 = What is a computer? 1 2 3 4 5 6 7 8 9 10 10 = Computers dance at my command!

What Programs are you familiar with? _____

What Programs are you a wiz with? _____

When Can You Start?: _____